

**TOWN OF BOLTON**  
**BOARD OF SELECTMEN MEETING**  
**TUESDAY, JANUARY 7, 6:30 P.M.**  
**TOWN HALL & ZOOM**  
**Call-In Number: 1-929-205-6099**  
**Meeting ID: 885 8343 5752**

1. Call to Order.
2. Public Comment.
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.
  - b. J. Lender – Colonial Road Area Regarding Power Outages and Tree Trimming Help.
  - c. Waiver of Justification for HVAC Upgrade at BCS.
4. Approval of Minutes
  - a. December 3, 2024 – Regular Meeting.
  - b. December 17, 2024 – Special A/P Meeting.
  - c. December 30, 2024 – Special A/P Meeting.
5. Reports and Updates
  - a. Budget and Tax Update.
  - b. Consider and Act on Approving Budget Transfer.
6. Ongoing Business:
  - a. Discussion on Policy and Procedures Regarding the Grand List.
  - b. Shep Livingston Request for Road Race for Senior Capstone Project (Feb. 2, 2025).
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.
  - b. Consider and Act on Date for Town Meeting (last week of January or first week of February) for ARPA Funds.
8. Town Administrators Report.
9. Adjourn.

**Next Meeting:**

Special Meeting A/P -- Tuesday, January 14, 2025, at 6:00 p.m. (Town Hall).

**McCavanagh, Kathy**

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**From:** Parlee, Rod  
**Sent:** Monday, December 16, 2024 5:16 PM  
**To:** DEEP.Commissioner@ct.govCT  
**Cc:** CT DOT Commissioner; CT DOT Transportation Planner; CT DEEP Parks & Forest; Kimberly.Bradley@ct.gov; Rupert, Jim; Hop River Alliance; Lally, Ross; TManning8180@sbcglobal.net  
**Subject:** Letter concerning proposed parking lot in BNSP by CTDEEP  
**Attachments:** Proposed Parking Lot Expansion in BNSP.pdf

Internal (rparlee@boltonct.gov)

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

Conservation Commission  
Phone (860) 649-8066 Extension 6110  
E-mail: [RParlee@boltonct.gov](mailto:RParlee@boltonct.gov)

December 16, 2024  
The Honorable Commissioner Katie Dykes  
[DEEP.Commissioner@ct.govCT](mailto:DEEP.Commissioner@ct.govCT)  
CT Department of Energy and Environmental Protection  
79 Elm St.  
Hartford, CT 06016

Dear Commissioner Dykes,

It has recently come to our attention that an estimated \$75,000 dollars, as part of the American Rescue Plan Act funds and bonding authorizations, are planned to be utilized for the expansion the existing parking lot in Bolton Notch State Park (BNSP). The Bolton Conservation Commission (BCC) has determined to formally oppose this parking lot expansion. The BCC is an ardent steward of this park and has been for over thirty years. The BCC supported the acquisition of twenty additional acres in 1995, designed, helped install, and currently monitor the Mohegan trail, and worked with CT DEEP Fisheries Division on the Railroad Brook Fish Habitat Restoration Project. This project ultimately connected the park we help manage, Freja park, with a wooden bridge over the rare, north-draining Railroad Brook. Since 2003, we have worked closely with the CTDEEP and conduct annual Riffle Bio-assessments, Stream Temperature monitoring in Railroad Brook and temperature monitoring in a nearby rare and sensitive vernal pool.

However, the expansion and paving of this parking lot to over three times its current capacity will only increase the severe safety problem which already exists. The entrance to this parking lot is perpendicular to Interstate I-384 (see attached photo) with a very poor site-line. Not only is exiting from this location extremely hazardous, but also entering it, can cause unexpected and dangerous abrupt traffic

slowdowns. It is a location where a serious accident is waiting to happen, and increasing its usage threefold cannot be advised.

Apparently, UPS and School Bus drivers refuse to use it (there is a single residence that it serves) and that the CTDOT once denied its use as access to a gravel pit. We urge you to obtain the opinion of CTDOT on the expansion of the use of this entrance before continuing with this project.

Furthermore, a much better solution to increasing access to BNSP is available. The Bolton

Commuter Lot is nearby and underutilized. There is an easy walk or bike from this lot to BNSP along an existing pathway. To improve this pathway and its signage would provide better and safer access to BNSP.

If there is money to be allocated, we urge you to consider improvements to the storm water runoff systems in the area. Both Bolton Notch Pond and nearby Lower Bolton Lake suffer from sedimentation and runoff from outdated roadway stormwater systems. As we increase access to these waters we must strive to protect them.

Finally, the land to be used to enlarge this parking lot is wetland and home to many amphibious species. The future of BNSP deserves its preservation and protection. Both the safety of the people who use the park and the protection of its wildlife demand that this parking lot not be expanded.

Sincerely,

*Rodney E. Parlee*

Rodney E. Parlee, Chair

CC: Garrett Eucalitto, CT DOT Commissioner [DOT.Commissioner@ct.gov](mailto:DOT.Commissioner@ct.gov)  
Anna Bergeron, CT DOT Transportation Planner [Anna.Bergeron@ct.gov](mailto:Anna.Bergeron@ct.gov)  
David Buckley, CT DEEP Parks & Forest [David.Buckley@ct.gov](mailto:David.Buckley@ct.gov)  
Kimberly Bradley, CT DEEP Trails and Greenways Coordinator  
[Kimberly.Bradley@ct.gov](mailto:Kimberly.Bradley@ct.gov)  
Jim Rupert, Town of Bolton Administrator [jrupert@boltonct.gov](mailto:jrupert@boltonct.gov)  
John Bolduc, Hop River Alliance [wake1023@yahoo.com](mailto:wake1023@yahoo.com)  
Ross Lally, Bolton Inland Wetlands Commission [rlally@boltonct.gov](mailto:rlally@boltonct.gov)  
Thomas Manning, Bolton Planning & Zoning Commission  
[TManning8180@sbcglobal.net](mailto:TManning8180@sbcglobal.net)

-see attached pdf letter and document from CT DEEP webpage and maps from  
[Geodata.ct.gov](http://Geodata.ct.gov) <https://geodata.ct.gov/>

*CT DEEP webpage*

**Restore CT State Parks**

Connecticut has an unprecedented amount of infrastructure repair and refurbishment needed across our State Park system, and the Lamont Administration has made a historic commitment of \$70.7 million (\$10.7 million of American Rescue Plan Act funds as well as \$30 million of bond fund authorizations in both FY 24 and FY 25) to support these important investments.

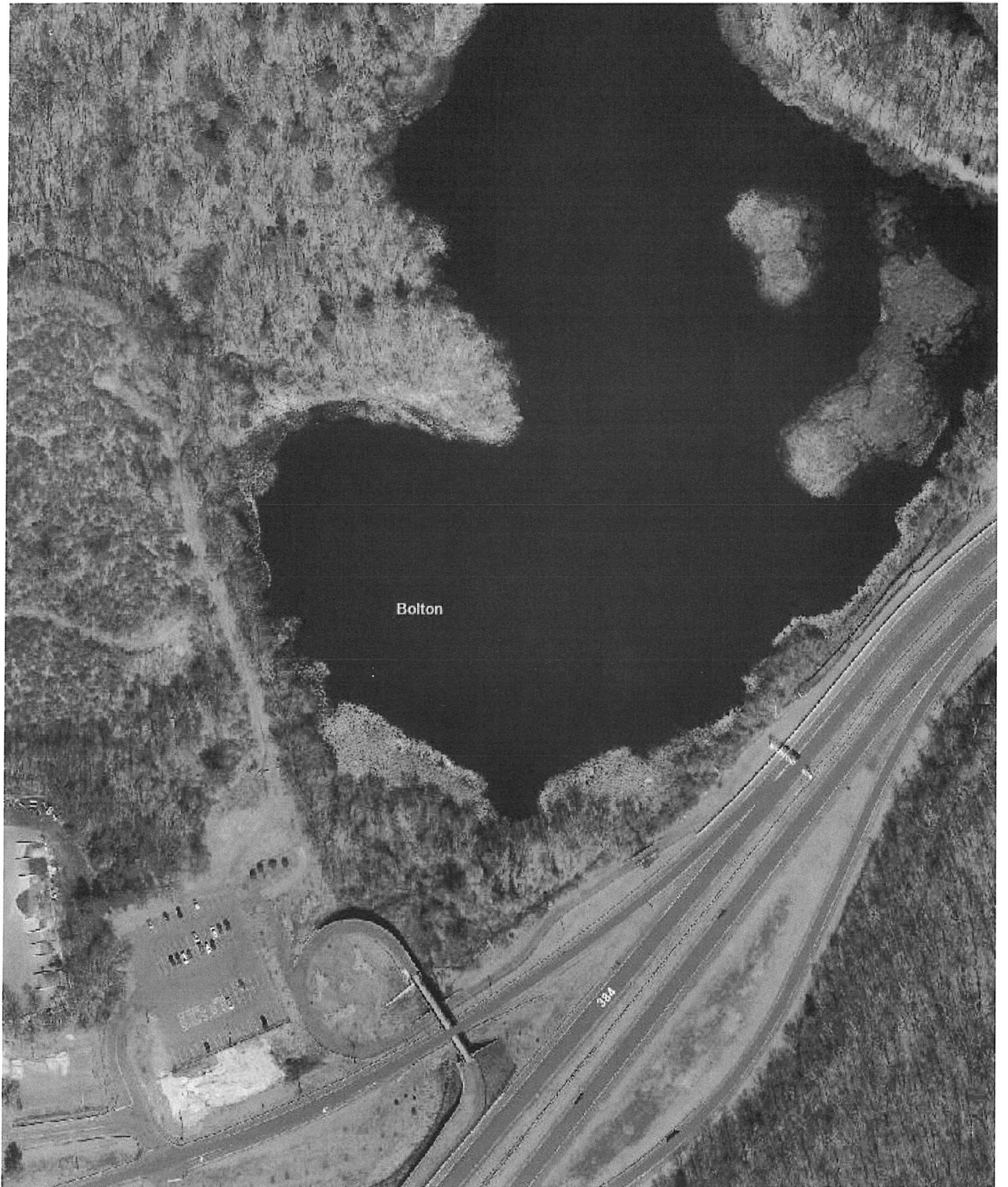
With this investment that the Lamont Administration is making we have been given an opportunity to really get to work. This is an opportunity catch up on some of that backlog in noticeable ways, such as the iconic Heublein Tower, and in not so noticeable ways, such as repairs to infrastructure that support our maintenance activities and position Connecticut to make our parks beautiful for all who enjoy them. This is a time to revitalize our outdoor spaces, invest in their future, and Restore Connecticut State Parks.

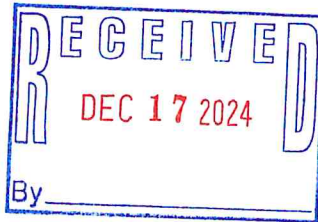
## **Bolton Notch State Park**

### **Parking Lot Expansion & Paving – estimated cost \$75,000**

The existing gravel parking lot will be expanded from a 30-car capacity to a 100-car capacity. Currently, the parking lot is undersized and exceeds capacity on an almost daily basis. This project will include paving, painting new lines, and installing new fencing. This will allow for the increased enjoyment of the park and the nearby Hop River Trail.







23 Colonial Road  
Bolton, CT 06043

December 12, 2024

Board of Selectmen  
Town of Bolton  
222 Bolton Center Road  
Bolton, CT 06043

Dear Members of the Board:

Please place on the agenda for the January 2, 2025 Board of Selectmen's meeting an item for discussion of the Eversource feed line running up Colonial Road and extending through the wooded area to the east.

This power line has been hit by continual tree-related damage for years, causing persistent outages for dozens of households on Colonial Road, Llymwood Drive, Orchard Lane, Juniper Lane, and Sunningdale Lane.

Recently we lost power on consecutive days for extended periods: on Nov. 22, for 7 hours; and on Nov. 23, for 8 hours.

My neighbors and I have discussed this, and we would like to ask the town's help in addressing the problem of tree branches, or whole trees, falling onto wires in the wooded stretch east of Sunningdale Lane. It appears to us that more attention needs to be paid to trimming and/or removing dead or dying branches and trees.

I plan to attend the Jan. 2 meeting in hopes of starting a discussion that will lead Eversource to improve this situation.

Sincerely,

Jon Lender  
Phone: 860-328-2159  
Email: jonlender11@gmail.com

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*Memorandum*

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TO: Bolton Board of Selectmen

FR: Kristin B. Heckt  
Superintendent of Schools

DT: December 12, 2024

RE: Bid Waiver - Replacement of Two BCS HVAC Controllers

CC: Bolton Board of Education

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John Butrymovich and the HVAC vendor that completed the first phase of the Energy Management system upgrade at BCS, USA Mechanical, discovered that there is a bad zone controller in the elementary area which is still part of the old system causing significant HVAC issues. The bad controller needs to be replaced with one that can be integrated into the new HVAC system upgrade that was just completed. Further, it was determined that at the same time the controller located right next to the bad one should also be replaced now while they have to run wiring instead of having to do that again later. Due to the fact that this is an emergency situation and needs to be fixed immediately, and since the current contractor, USA Mechanical is still working on the first phase of the upgrade, and due to the proprietary elements of the system, we are using the same contractor to replace the failed controllers in the amount of \$18,231. The Bolton Board of Education voted to waive the bid requirements at their December 12, 2024 meeting. Further, the Bolton Board of Education approved a transfer on December 12, 2024 to replace the two HVAC controllers in the elementary wing at BCS in the amount of \$18,231. USA Mechanical will be conducting the work. The quote for this work is attached.

Ha.

**TOWN OF BOLTON  
BOARD OF SELECTMEN MEETING  
TUESDAY, DECEMBER 3, 2024, 7:00 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, Tim Sadler, Mather Clarke

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

**Staff Present In-Person:** Town Administrator James Rupert, Fire Marshal William Call

**Staff Present Via Phone:** Fire Chief Bruce Dixon

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

**Others Present Via Zoom:** Jim Loersch

**Other Present Via Phone:** Kyle Paggioli

**1. Call to Order:** R. Fournier called the meeting to order at 7:00 p.m.

**2. Public Comment:**

A. Gordon requested that more transparency be provided to residents during the upcoming budget process including detailed descriptions of departments, full-time employees and their roles, and justification for any increases or decreases in the budget for the 2025 and 2026 fiscal years. She added that a detailed breakdown for professional technical services is needed and recommended that the Finance Director attend all budget meetings so that any changes to the budget can be discussed and made during those meetings.

R. Morra offered condolences on behalf of the Board to the Rell family for the recent loss of Governor Jody Rell. A. Gordon also offered condolences to the Romkey family for the loss of Alison Romkey, who previously served as a member of the Board of Education.

**a. Minutes: November 5, 2024 – Regular Meeting.**

R. Morra MOVED to approve the November 5, 2024 Regular Meeting Minutes with the following corrections:

1. Add Kyle and Tom Paggioli to the list of "Others Present In-Person."
2. Add Tom Paggioli in the Public Comment section regarding the Right-To-Farm ordinance.
3. Correct Sylvia Ounpuu's public comment to state "dog waste station."

A. Gordon SECONDED. MOTION CARRIED 5:1:1 (T. Sadler Abstained, P. Sawyer Absent).

**b. November 19, 2024 – Special A/P Meeting.**

R. Morra MOVED to approve the November 19, 2024 Special A/P Meeting Minutes as presented. A. Gordon SECONDED. MOTION CARRIED 5:1:1 (M. Clarke Abstained).

**3. Consider and Act on Approving Agreement Regarding Designation of Fire Marshals.**



J. Rupert stated that the purpose of the agreement between the fire marshals of the Towns of Bolton, Andover, and Columbia is to provide assistance and act in each other's place when one of them is unavailable. Fire Marshal William Call explained that they have been working together in an informal capacity and this just formalizes the arrangement and adds legal protection to the towns. He added that there is no exchange of money involved and asked the Board to review and approve the agreement.

A. Gordon asked for clarification on whether the agreement allows for the fire marshals to be compensated for their time when assisting other towns. J. Rupert stated that they would be compensated for their time through payroll as appropriate for any hours worked in the other towns. A. Gordon reminded R. Fournier that he would have to sign the Agreement, rather than J. Rupert, since he is the CEO. J. Rupert added that R. Fournier will need to sign three originals for each town, one of which will be filed with the Town Clerk's Office.

R. Morra MOVED to approve the Agreement Regarding Designation of Fire Marshals with the modification that it is signed by the First-Selectman. A. Gordon SECONDED. MOTION CARRIED 6:0:1 (P. Sawyer Absent).

#### **4. Consider and Act on Right to Farm Law.**

R. Fournier asked if there was interest in adopting the Right to Farm Law. G. Marrion stated that a Public Hearing needs to be held before it can be adopted by the Board. She expressed her support of the law because it honors the agricultural history of the town, provides local food and keeps farms open, and prevents nuisance lawsuits against farmers. G. Marrion recommended adding it to the website as an ordinance once it is approved.

A. Gordon stated that she also supports the law. She noted that if it does not get adopted, farms are still protected by state law, and this ordinance just provides additional support from the town. R. Morra stated that it also makes a clear statement that the town is not going to go in a different direction and create ordinances prohibiting certain types of farming, and he supports the adoption of the law as well.

J. Rupert stated that he will have the ordinance ready for BOS review in January so that a Public Hearing can be subsequently scheduled.

#### **5. Consider and Act on Motion Entering into 36 Month Contract with 0% Interest for Excavator.**

J. Rupert stated that the previous discussion on this item was not adequately reflected in the meeting minutes so he put together a motion for BOS to adopt. He added that the minutes did not reflect that the bidding process is being waived because the purchase is being made on the state bid list and that needs to be reflected in the minutes.

G. Marrion stated that she thought a new excavator was being purchased but the contract is for a used one with 150 hours on it. J. Rupert explained that a new machine is approximately \$150,000.00, and this is not the first time the town has purchased gently used equipment to save a significant amount of money. He added that the machine has been satisfactorily tested and operated by the highway foreman and it comes with a full factory warranty.

A. Gordon asked how much was allocated for the excavator. J. Rupert stated that \$25,000.00 has been allocated, which is enough to cover the lease for this fiscal year. G. Marrion asked if the town would be paying

\$25,000.00 per year. J. Rupert replied that the town would not pay that annually but would pay \$3,200.00 per month and would allocate that amount in the capital budget for next year. He added that a \$1.00 purchase payment is due at the end of the lease. G. Marrion asked M. Clarke if a \$30,000.00 discount accurately reflects 150 hours of use, and he replied that it does. J. Rupert noted that it also comes with an extra bucket worth \$1,000.00.

B. Morra MOVED that the Board of Selectmen authorize the Town Administrator to enter into a 36-month lease purchase agreement at 0% interest with Takeuchi Financial for the lease purchase of an excavator. The excavator is a Takeuchi TB290CR with approximately 150 hours of use and will be purchased with an additional bucket. The lease has a total value of \$120,200.00 with a \$1.00 purchase option at the end of the lease. The Board is also waiving the normal bidding process because this is being purchased off of the State Bid list and as a used machine represents a good value. T. Sadler SECONDED. MOTION CARRIED 6:0:1.

#### **6. Consider and Act on Approving 2025 Meeting Dates.**

G. Marrion pointed out that the November 3, 2025 meeting takes place on a Monday and asked if the change is due to Election Day. R. Fournier confirmed that it is.

R. Morra MOVED to approve the 2025 Meeting Dates. T. Sadler SECONDED. MOTION CARRIED 6:0:1.

#### **7. Consider and Act on A/P and Any Budget Transfers.**

R. Fournier stated that only one budget transfer has been presented today for \$3,000.00 from Supplies to Postage to cover the costs of mailing out the tax refund checks.

R. Morra MOVED to approve the budget transfer as presented. A. Gordon SECONDED. MOTION CARRIED 6:0:1.

A. Gordon MOVED to approve the Accounts Payable as presented in the amount of \$304,387.79. R. Morra SECONDED.

Discussion:

A. Gordon asked why three different vehicles received windshield replacements. J. Rupert stated that they have been pitted and have been in poor condition for awhile due to the heavy use of the vehicles. He added that it was cheaper to have them all done at once.

A. Gordon asked about the charge on Page 13 from a company called Taxer for tax collection costs. J. Rupert stated that he will find out what the charge is for. A. Gordon asked if J. Rupert could provide reports on what the intern is working on since it is a paid position. She also asked about the three months of payments for the annex and asked if the invoices were behind or if they have not been providing invoices. J. Rupert stated that they have been sending the invoices to the wrong e-mail address.

T. Sadler asked if East Hampton Auto Parts delivers parts. J. Rupert confirmed that they do and they deliver faster than Manchester, even though Manchester is closer.

G. Marrion asked what kind of maintenance was recently done by Beaver Solutions for the charge on Page 2. J. Rupert replied that he has not received a report but noted that the technician cleans, adjusts, and straightens

the wire for the beaver device. He stated that the charge is an annual recurring charge, and the device has been very effective in clearing beavers out of the area.

G. Marrion asked if the charge on Page 14 for Tighe and Bond, Inc. was only for the design of the demo for the Notch Road project. J. Rupert explained that there have been two bills so far. He stated that the other bill was for approximately \$16,000.00 for testing and compiling the report, and that the current bill is for compiling the report and putting together 300 pages of bid specifications. He added that a pre-bid walkthrough is taking place tomorrow at Notch Road, and the company will be billing hourly from this point forward.

MOTION CARRIED 6:0:1.

R. Fournier stated that the tax refunds to residents need to be approved. R. Morra noted that the total amount of refunds is \$615,317.35. R. Fournier stated that the refunds need signatures from at least four BOS members.

R. Morra MOVED to approve the tax refunds for a combined total of \$615,317.35. A. Gordon SECONDED.

Discussion:

G. Marrion asked for the percentage of refunds residents selected versus those applying their refunds as tax credits for next year. A. Gordon stated that based on the total amount of refunds, the ratio is approximately 60 percent to 40 percent.

Motion Carried 6:0:1.

**8. Set Date for Finance & Administration Subcommittee Meeting Re: First Selectman's Pay and Town Administrator's Review Schedule. (T. Sadler, G. Marrion, M. Clarke, R. Fournier, J. Rupert)**

R. Fournier stated that a meeting and public hearing need to be scheduled for this item. J. Rupert explained that a review form is sent out, the data is compiled by one person and sent to the group for review and discussion, and then a recommendation is made to the BOS prior to the public hearing. A. Gordon offered to create a Google review form so that the data gets compiled automatically and stated that she will send it to the Board by Sunday. The Finance & Administration Subcommittee scheduled the meeting for 90 minutes on January 17, 2025 at 8:30 a.m.

A. Gordon asked if more research could be done to provide a comprehensive comparison on the metrics, models, and responsibilities similar towns use for the review process. J. Rupert offered to have the intern compile the information for the subcommittee to review and discuss at the meeting. He added that he will be unable to attend the meeting until 10:00 a.m. but that will give the subcommittee ample time for review, discussion, and an executive session prior to his arrival.

A. Gordon asked if input on the Town Administrator's performance has been solicited from his direct reports. B. Morra stated that the department heads are usually asked to submit comments to the subcommittee point person. A. Gordon suggested offering a Google form for them to complete anonymously. The Board discussed whether or not the feedback should be anonymous and determined that, since it only goes to one point person, there is no need to make it anonymous. R. Fournier offered to serve as the point person.

G. Morra recommended providing specific questions to direct reports to answer rather than just asking for feedback. A. Gordon agreed and suggested using specific questions from the report, particularly Question Nos.

1, 2, 3, 8, 9, and the last two questions. She offered to create the feedback form with a reply deadline of January 13, 2025.

## **9. Other**

J. Rupert asked the Board to consider adding an action to discuss a regional FEMA Assistance to Firefighters Grant application for portable radios for the fire department.

R. Fournier MOVED to add the Regional AFG Portable Radio Grant of \$16,532.00 to the discussion. R. Morra SECONDED. MOTION CARRIED 6:0:1.

Fire Chief Bruce Dixon explained that the fire department had previously applied for a FEMA grant in 2018 but was turned down. He stated that a subsequent application was also turned down. B. Dixon noted that the current radios the fire department uses are unreliable. He added that he attempted to work with the County Coordinator to apply for a county-wide regional grant but the attempt was unsuccessful due to the involvement of 17 different fire chiefs. Instead, B. Dixon has partnered with the Tolland and Somers Fire Departments to apply for a regional grant that provides new portable radios with 700-800 radio frequencies. The grant is \$169,000.00 and requires a 10% match from each town, which would amount to \$16,532.00 for the Town of Bolton.

J. Rupert stated that the BOS has put money aside in the capital budget for the radios and there is more than enough to cover the match. He added that approximately \$50,000.00 has been set aside for radios. R. Fournier asked if the radios could be connected to other department radios such as the schools and parks department, etc. B. Dixon stated that the system could be expanded in the future to include other departments if the town purchases mobile radios, which are not part of the grant. He stated that several departments currently have frequencies on the fire department radio system for communication of emergency situations and added that the schools currently rent their radios from a separate vendor.

B. Dixon stated that the grant would provide one radio for every seated position in the trucks. He stated that FEMA does not allow mobile radios in the trucks, and the base station radio in the firehouse cannot be changed with the grant funds. B. Dixon stated those improvements would be done as future capital projects. He also noted that the grant process will take several months which will provide time to save additional funds in the capital budget for future improvements.

R. Morra MOVED to approve the submission of the regional application for the FEMA Assistance to Firefighters Portable Radio Grant. M. Clarke SECONDED. MOTION CARRIED 6:0:1.

## **10. Town Administrators Report.**

J. Rupert provided a written report highlighting several items in progress. He stated that a walkthrough is taking place tomorrow for the Lori Road project and all of the dates for the bid process and deadlines are on the website. G. Marrion asked if the bids are for the demolition and remediation and whether the contract would be signed by December 31st. J. Rupert replied yes to both questions. G. Marrion asked if the cost will be covered by the budget. J. Rupert stated that he does not believe it covers the entire project but he will be looking for leftover funds in the budget that can be reallocated for the project. He added that the work may need to be done in steps as funds allow such as doing the demo and abatement and waiting for additional funds to make any aesthetic improvements.



A. Gordon asked if a contact list has been provided to local businesses. J. Rupert replied that it has and that the former intern, Josh, has been visiting businesses to help them get their businesses listed on the Connecticut Countryside website.

A. Gordon asked if the Cropley's have always donated the wreath listed on J. Rupert's report. J. Rupert stated that this is the first time. A. Gordon replied that she will reach out to thank them.

**11. Adjournment:**

A. Gordon MOVED to Adjourn the Meeting at 8:14 p.m. R. Morra SECONDED. MOTION CARRIED 6:0:1.

Respectfully submitted by Kacie Cannon

*Kacie Cannon*

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

**TOWN OF BOLTON  
BOARD OF SELECTMEN  
SPECIAL MEETING  
TUESDAY, DECEMBER 17, 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

**Board of Selectmen Present Via Zoom:** Tim Sadler

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

**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 A/P.**

A. Gordon MOVED to APPROVE the A/P for property tax refunds in the amount of \$26,590.46. R. Morra SECONDED. R. Fournier stated that his understanding is that this is the second batch of refund checks, and another batch is forthcoming. MOTION CARRIED 6:0:1 (P. Sawyer Absent)

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

R. Morra MOVED to APPROVE the second A/P Report in the amount of \$143,856.47. A. Gordon SECONDED.

G. Marrion asked about the repairs to the alarm systems at the Heritage Farm and Senior Center outlined on Page 13 of the report. R. Fournier stated that he does not know the reason for the repairs but will find out.

G. Marrion asked if anyone was aware of what was covered under the General Consultation charges paid to Nathan L. Jacobson & Associates, Inc. on Page 14 in the amount of \$804.10 since the usual breakdown of charges was not included. R. Fournier replied that the consultation likely covered several projects.

G. Marrion stated that the charges for Software and Tech Services in the amount of \$4,842.30 seemed higher than usual and asked if the charges were just for one month. A. Gordon agreed and noted that the charges are usually \$3,100.00 or \$3,200.00. R. Fournier stated that he will inquire about the increase in charges.

G. Marrion referenced the charges for Patrice Carson's contract and asked about the status from the attorney on whether she will continue to be considered as an independent contractor or as an employee pursuant to the auditor's request. R. Morra explained that the attorney is working on ensuring that the wording of the contract makes it clear that she is an independent contractor. He added that the auditor had mentioned that the language in the contract made the classification questionable and asked that it be clarified. G. Marrion questioned whether P. Carson should be providing a breakdown of how her time is spent similar to the breakdown that Engineer Nathan Jacobson provides. R. Morra suggested

that a summary would be more appropriate since she meets with several people, works with various businesses on the Connecticut's Countryside website, and handles multiple responsibilities. G. Marrion agreed that a summary would be helpful, particularly with respect to the time spent on business development. A. Gordon asked if there was a plan to bring the new contract and language change to the Board and why it is believed that the change will make it compliant. R. Fournier stated that it will be presented to the BOS when it is finalized. A. Gordon mentioned that she has concerns about liability if it does not get approved.

R. Morra asked for clarification on the charges from WeCare Denali, LLC. R. Fournier stated that the company chips the piles of branches picked up by Town staff. A. Gordon asked what a Pro Press Fitting Tool is as listed on Page 9. R. Fournier explained that it is a hydraulic or electric tool with a nose that provides the appropriate pressure and precision to make a fitting. R. Morra stated that the Town previously had to send hydraulic hoses to a shop, and this tool allows the fittings to be done on site.

MOTION CARRIED 6:0:1.

#### **4. Consider and Act on CTDOT Sale of State Owned Land (File No. 012-081-007B) - Land Behind England Hardware.**

R. Fournier explained that the land has been bid on, and the State is requesting a letter agreeing to the right of refusal from the BOS. R. Morra noted that Mr. England is interested in the land, and a contract between him and the State has been negotiated in the amount of \$120,000.00. He added that the State is obligated to inform the Town of the offer, even though there is no interest by the Town in purchasing the land, because it has the first right of refusal. R. Morra stated that he is very happy Mr. England got the contract; however, he is very disappointed with the high price the State is charging as it is double the market value.

G. Marrion MOVED that the Board respond to the letter with a checkmark at the bottom stating that the Town is not interested in purchasing the land as it does not serve the Town of Bolton. R. Morra SECONDED. MOTION CARRIED 6:0:1.

#### **5. Discussion on Including Money in Capital for Schematic Plan of Town Hall.**

G. Marrion stated that the committee met last week and decided to take a step forward by asking for \$150,000.00 in the capital budget in order to hire an architect to provide a schematic plan of the Town Hall. She added that the plan would build on the two prior studies that were done in the last 25 years. G. Marrion stated that the plan would be used for discussion in committee meetings and would eventually be opened to the public for comment on the design. G. Marrion stated that the committee is asking for the BOS to support the budget request that will be sent to the Finance Committee.

The Board discussed whether there was a consensus in support of the request. G. Marrion stated that if the Board supports the request, she will write a letter to the Chair of the Finance Committee asking that the funds be included in the budget. A. Gordon stated that it will likely be difficult to get approval in the budget this year and recommended providing a thorough explanation for the request including how it impacts the Board's vision for the Town. R. Morra stated that it may be possible to request a split where

half of the amount would be provided in this year's budget and the other half the following year. He added that this method would secure a commitment to the project and get it moving forward.

T. Sadler asked what the deliverable is for \$150,000.00. G. Marrion noted that Jim Rupert met with the architects, and her understanding is that it would be a schematic design. R. Fournier stated that J. Rupert indicated that it would be a bid set. A. Gordon shared concerns about the pace of the project since there were items that were budgeted last year that did not get completed, and she believes it is important to get a commitment from the Town that it will be completed within the year the money is being requested. She added that there have been many issues with getting projects completed in a timely manner, and it is important to deliver the results to the public according to the budget. R. Fournier replied that the project would not be funded until the beginning of the fiscal year in July, and it may take the architects most of the year to complete. G. Marrion stated that J. Rupert would start working on the RFP upon the budget passing in an effort to have an architect hired by December with the intent of having the schematic completed sometime in 2026.

G. Marrion stated that she will send a letter outlining the request to J. Rupert or R. Fournier. She added that the committee would like to be informed about upcoming budget meetings so they can attend and speak about the project. A. Gordon stated that the entire budget calendar is expected to be released to the public this year. R. Fournier added that there is a meeting scheduled for tomorrow.

**6. Adjournment:**

A. Gordon MOVED to Adjourn the Meeting at 6:20 p.m. R. Morra SECONDED. MOTION CARRIED 6:0:1.

Respectfully submitted by Kacie Cannon

*Kacie Cannon*

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



Hc.

**TOWN OF BOLTON  
BOARD OF SELECTMEN  
SPECIAL MEETING  
MONDAY, DECEMBER 30, 2024, 6:00 P.M.  
VIA ZOOM ONLY  
MINUTES**

**Board of Selectmen Present Via Zoom:** First Selectman Rodney Fournier, Deputy First Selectman Robert Morra, Gwen Marrion, Amanda Gordon

**Board of Selectman Members Absent:** Pamela Sawyer, Tim Sadler, Mather Clarke

**Staff Present Via Zoom:** Town Administrator James Rupert, 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 A/P.**

A. Gordon MOVED to APPROVE the A/P in the amount of \$6,274.13 for additional returns of the tax levy.

R. Morra SECONDED. MOTION CARRIED 4:0:3 (P. Sawyer, T. Sadler, M. Clarke Absent)

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

R. Morra MOVED to APPROVE the A/P Report in the amount of \$71,429.89. R. Fournier SECONDED.

Discussion: A. Gordon asked if the lawn signs on Page 9 were for the Prevention Council. J. Rupert confirmed that they were and noted that the signs were purchased with grant money they had received.

G. Marrion asked if there were answers to her questions from the previous budget meeting regarding the increase in the Novus bill to \$4,892.00, the General Consultation charges billed by Nathan L. Jacobson & Associates, Inc., and the alarm system repairs at Heritage Farm and the Senior Center.

R. Fournier replied that the smoke detectors at Heritage Farm needed to be replaced along with a programming issue that was also found and corrected. He stated that the duct smoke detectors at the Senior Center, which are expensive, had also gone bad and were replaced. J. Rupert explained that the General Consultation fees usually cover questions and conversations between staff and the engineer that do not fall under specific projects. He stated that he did not have a copy of the invoice with him but offered to obtain a copy for future discussion. J. Rupert added that he will look into the reason for the higher Novus bill and will send an e-mail to the Board with his findings.

MOTION CARRIED 4:0:3.

**4. Adjournment:**

R. Morra MOVED to Adjourn the Meeting at 6:06 p.m. A. Gordon SECONDED. MOTION CARRIED 4:0:3.

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 December 27, 2024										
	Adopted Budget	Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	% Expensed	FY24	FY23	FY22
Administration	\$ 754,500.00	\$ 754,500.00	\$ 321,098.91	\$ 433,401.09	\$ 747.60	\$ 432,653.49	42.66%	47.01%	34.86%	35.47%
Board of Finance	\$ 2,700.00	\$ 2,700.00	\$ 275.00	\$ 2,425.00	\$ -	\$ 2,425.00	10.19%	10.20%	17.39%	13.98%
Financial Administration	\$ 262,074.00	\$ 262,074.00	\$ 114,565.72	\$ 147,508.28	\$ -	\$ 147,508.28	43.72%	46.27%	45.62%	45.98%
Auditing	\$ 45,000.00	\$ 45,000.00	\$ -	\$ 45,000.00	\$ -	\$ 45,000.00	0.00%	0.00%	0.00%	0.00%
Assessor	\$ 164,721.00	\$ 164,721.00	\$ 77,946.58	\$ 86,774.42	\$ 1,135.00	\$ 85,639.42	48.01%	44.34%	43.66%	40.64%
Tax Collector	\$ 96,534.00	\$ 96,534.00	\$ 44,490.24	\$ 52,043.76	\$ 385.00	\$ 51,658.76	46.49%	43.24%	44.57%	47.82%
Tringe Benefits	\$ 1,051,480.00	\$ 1,051,480.00	\$ 577,761.59	\$ 473,718.41	\$ -	\$ 473,718.41	54.95%	49.54%	42.50%	46.05%
Town Clerk	\$ 146,209.00	\$ 146,209.00	\$ 69,296.31	\$ 76,912.69	\$ 4,774.00	\$ 72,138.69	50.66%	51.19%	50.58%	50.61%
Town Clerk	\$ 382,844.00	\$ 382,844.00	\$ 162,092.70	\$ 220,751.30	\$ 21,616.52	\$ 199,134.78	47.99%	49.30%	42.32%	41.36%
Land Use	\$ 4,000.00	\$ 4,000.00	\$ 722.88	\$ 3,277.12	\$ -	\$ 3,277.12	18.07%	11.76%	35.61%	14.46%
Planning & Zoning	\$ 1,650.00	\$ 1,650.00	\$ 303.57	\$ 1,346.43	\$ -	\$ 1,346.43	18.40%	17.69%	18.55%	2.10%
Zoning Board of Appeals	\$ 159,450.00	\$ 159,450.00	\$ 87,470.50	\$ 71,979.50	\$ -	\$ 71,979.50	54.86%	48.11%	45.74%	51.07%
Property Insurance	\$ 7,476.00	\$ 7,476.00	\$ -	\$ 7,476.00	\$ -	\$ 7,476.00	0.00%	83.48%	0.00%	95.18%
Probate	\$ 2,235.00	\$ 2,235.00	\$ 647.93	\$ 1,587.07	\$ -	\$ 1,587.07	28.99%	23.49%	22.71%	22.75%
Inlands/Wetlands	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	0.00%	0.00%		
Economic Development	\$ 138,878.00	\$ 138,878.00	\$ 49,654.53	\$ 89,223.47	\$ 1,449.07	\$ 87,774.40	36.80%	25.91%	53.74%	47.89%
Elections	\$ 301,300.00	\$ 301,300.00	\$ 3,314.55	\$ 297,985.45	\$ -	\$ 297,985.45	1.10%	0.00%	0.21%	1.77%
Police	\$ 287,514.00	\$ 287,514.00	\$ 88,658.50	\$ 198,855.50	\$ 72,315.30	\$ 126,540.20	55.99%	60.96%	54.60%	57.46%
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	\$ 11,878.57	\$ 18,021.43	\$ -	\$ 18,021.43	39.73%	30.12%	25.56%	27.89%
Emergency Management	\$ 11,165.00	\$ 11,165.00	\$ 2,438.18	\$ 8,726.82	\$ -	\$ 8,726.82	21.84%	22.73%	53.84%	40.13%
Highways and Streets	\$ 1,073,967.00	\$ 1,073,967.00	\$ 421,554.44	\$ 652,412.56	\$ 4,292.82	\$ 648,119.74	39.65%	48.56%	62.05%	39.11%
Public Building Commission	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	3.94%	0.00%
Parks/Town Building Ops	\$ 826,308.00	\$ 826,308.00	\$ 331,022.97	\$ 495,285.03	\$ 12,018.32	\$ 483,266.71	41.51%	44.77%	38.42%	40.82%
Public Health Admin	\$ 28,409.00	\$ 28,409.00	\$ 14,350.98	\$ 14,058.02	\$ -	\$ 14,058.02	50.52%	49.29%	50.48%	47.84%
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	\$ 88,049.14	\$ 96,592.86	\$ 5,992.84	\$ 90,600.02	50.93%	46.09%	47.20%	46.19%
Library	\$ 313,067.00	\$ 313,067.00	\$ 158,128.62	\$ 154,938.38	\$ 13,289.77	\$ 141,648.61	54.75%	5.77%	51.28%	54.20%
Recreation	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00	0.00%	0.00%		
Conservation	\$ 2,305.00	\$ 2,305.00	\$ 890.00	\$ 1,415.00	\$ -	\$ 1,415.00	38.61%	46.08%	41.32%	35.66%
Waste Collection	\$ 727,830.00	\$ 727,830.00	\$ 291,575.60	\$ 436,254.40	\$ -	\$ 436,254.40	40.06%	51.81%	44.87%	47.95%
<b>Totals</b>	<b>\$ 7,027,758.00</b>	<b>\$ 7,027,758.00</b>	<b>\$ 2,918,315.64</b>	<b>\$ 4,109,442.36</b>	<b>\$ 138,016.24</b>	<b>\$ 3,971,426.12</b>	<b>43.49%</b>	<b>45.34%</b>	<b>33.26%</b>	<b>33.76%</b>

**TAX COLLECTOR  
11.30.24**

	ADOPTED	REVISED	COLLECTIONS YTD	REFUNDS	RETURNED PAYMENTS	TAX COLL. TRANSFERS	NET COLLECTION 11.30.24	PERCENTAGE COLLECTED FY 25 BUDGET
<b>CURRENT YR. LEVY</b>	\$ 16,848,510.00	\$ 16,848,510.00	\$ 18,123,648.36	\$ (36,879.66)	\$ (65,522.37)	\$ (11,951.14)	\$ 18,009,295.19	106.89%
<b>MOTOR VEHICLE</b>	\$ 1,689,405.00	\$ 1,689,405.00	\$ 1,643,241.90	\$ (8,798.47)	\$ (11,083.74)	\$ 10,509.00	\$ 1,633,868.69	96.71%
<b>SUPP. MV LEVY</b>	\$ 175,000.00	\$ 175,000.00	-	\$ -	\$ -	\$ -	\$ -	0.00%
<b>SUB TOTAL</b>	\$ 18,712,915.00	\$ 18,712,915.00	\$ 19,766,890.26	\$ (45,678.13)	\$ (76,606.11)	\$ (1,442.14)	\$ 19,643,163.88	104.97%
<b>PRIOR YEARS</b>	\$ 75,000.00	\$ 75,000.00	\$ 58,449.97	\$ (2,255.68)	\$ -	\$ 561.20	\$ 56,755.49	75.67%
<b>INTEREST &amp; FEES</b>	\$ 65,000.00	\$ 65,000.00	\$ 36,022.40	\$ -	\$ (60.25)	\$ 880.94	\$ 36,843.09	56.68%
<b>TOTAL</b>	\$ 18,852,915.00	\$ 18,852,915.00	\$ 19,861,362.63	\$ (47,933.81)	\$ (76,666.36)	\$ -	\$ 19,736,762.46	104.69%

**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%	
1.31.2025	2.28.25	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%

5b.

BUDGET TRANSFER REQUEST  
TO  
BOARD OF SELECTMEN

BUDGET: BLU

Transfer \$ 2,000 from category Prof/Technical to category Other Payroll

(within budget) from # 1005 - 041 - 4151 - 000000 - 53300 - 00000

to # 1005 - 041 - 4151 - 000000 - 51620 - 00000

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

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

from # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 000000 - \_\_\_\_\_ - 00000

to # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 000000 - \_\_\_\_\_ - 00000

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

Explanation: Need to transfer funds to satisfy payroll for Intern, Josh Hull.

\_\_\_\_\_ Administrative Officer

12-31-24 Date

Board of Selectmen

Approved

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_





State of Connecticut  
Department of Emergency Services and Public Protection  
Division of Emergency Management and Homeland Security  
State and Local Cybersecurity Grant Program



Certification by Sub-Recipient Official Authorized to Execute Contracts

I, Rodney Fournier, (Name & Title) am authorized to execute the attached agreement on behalf of the Town of Bolton (Sub-recipient Organization).

I hereby certify that all state and local bidding and contracting requirements have been complied with in consultation with legal counsel.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Notice: Any false statement made by you under oath that you do not believe to be true and which is intended to mislead a public servant in the performance of his or her official function may be punishable by a fine or imprisonment pursuant to Connecticut General Statutes Section 53a-157b.

Signature – (Sub-recipient CEO)

Date

Print CEO Name and Title Rodney Fournier First Selectman

Sworn and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Commissioner of the Superior Court or Notary Public