

**TOWN OF BOLTON
BOARD OF SELECTMEN
SPECIAL MEETING
TUESDAY, JUNE 17, 2025, 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, Mather Clarke, Tim Sadler, Pamela Sawyer (Arrived at 6:25 p.m.)

Board of Selectman Present Via Zoom: Amanda Gordon (Present until 6:30 p.m.)

Board of Selectman Absent: Mather Clarke

Staff Present In-Person: Executive Assistant, HR Director, and Emergency Management Director Kathleen McCavanagh

Staff Present Via Zoom: Chief Financial Officer Jill Collins, Recording Secretary Kacie Cannon

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

2. Public Comment: There was no Public Comment.

3. Consider and Act on A/P

R. Morra MOVED to APPROVE the A/P Report as presented in the amount of \$636,123.49. T. Sadler SECONDED.

Discussion: A. Gordon noted that the library's overage charges for copies have amounted to almost \$900.00 each quarter and shared concerns that the library did not increase their budget for next year. J. Collins agreed and stated that the library will need to find money in their budget to cover the expenses. A. Gordon suggested that the library increase their fees to cover future overages.

A. Gordon asked about the charge for the Continuing Disclosure Fund listed on Page 14 in the amount of \$1,550.00. J. Collins stated that the charge was for the financial advisor to file the debt on EMMA and includes a late fee since the audit was not complete by the filing deadline of February 28, 2025.

A. Gordon inquired about the Performance Payout for Patrice Carson and asked when the metrics on her performance would be provided. J. Collins stated that P. Carson receives performance payouts in January and June as part of her contract. R. Morra added that Jim Rupert can provide details on her performance. A. Gordon requested samples of P. Carson's weekly invoices to determine where her time is being spent and whether she is available to assist with economic development.

A. Gordon asked if the \$5,800.00 charge paid to the Town of Manchester was for the disposal of hazardous waste. R. Morra confirmed that it is and explained that the assessment fee is based on the town population rather than the quantity of waste disposed.

G. Marrion asked why the cost to pave the Town Hall parking lot was not paid with Town Aid Road funds. R. Morra explained that the fund can only be used for public roadways and cannot be used for private drives and lots.

MOTION CARRIED 5:0:2 (M. Clarke and P. Sawyer Absent).

4. Consider and Act on Budget Transfers

R. Fournier noted that two budget transfer requests from the Fire Commission were added to the packet to transfer \$1400.00 from Payroll to Other Supplies and \$500.00 from Equipment to Professional Training for health and safety classes.

R. Morra MOVED to APPROVE the Budget Transfer Request from Town Building Operations in the amount of \$8,000.00 from the category of Overtime to the category of Repairs and Maintenance Services to replace the condenser at Herrick Park. T. Sadler SECONDED. MOTION CARRIED 5:0:2 (M. Clarke and P. Sawyer Absent).

5. Consider and Act on the Dissolution of the Health Insurance Fund

R. Fornier explained that the Health Insurance Fund has been in place for many years and was originally created to provide a dental and eyeglass plan for employees. He added that the Town transitioned to a different health insurance plan three years ago, and the BOS needs to determine what to do with the balance of approximately \$180,000.00 that remains in the fund.

K. McCavanagh noted that the fund was created using employee contributions for a self-funded dental insurance policy. She shared concerns from employees about dividing the funds into thirds and reallocating it to the Town's General Fund over the next three years, noting that it would change the intent and purpose of the fund and have a negative impact on staff morale. The employees are requesting that the fund be preserved to manage future healthcare cost increases, which will benefit the Town and employees in the future, and are asking the BOS to consider alternative options.

R. Morra proposed reducing the Town's budget by \$63,000, reallocating \$63,000.00 from the Health Insurance Fund to offset healthcare cost increases, and keeping the remaining balance in the Health Insurance Fund for future needs. He also clarified that the fund contains contributions from taxpayers as well as Town and Board of Education employees and noted that he is not in support of dissolving the fund. A. Gordon noted her support of the proposal.

J. Collins stated that only the Finance Committee has the authority to alter the budget and their next meeting is not scheduled until after the budget referendum. She also clarified that the Town contributed a significant amount of money to the fund at one point, and employee premiums were used to reimburse the Town. J. Collins explained that the premiums function like any other insurance plan, and employees do not get reimbursed for unused portions. She also noted that the fund has grown to approximately \$190,000, due to interest, and added that a substantial portion of the fund belongs to the Town. When asked if the amount on the referendum ballot could be changed, J. Collins replied that it was too late, as the ballots have already been printed.

The BOS discussed various options, which included reallocating funds gradually over three years, keeping the fund and modifying the ordinance to allow the funds to be spent more broadly on healthcare costs, dissolving the fund, allocating the funds in a manner that benefits employees to honor their contributions, and creating a new fund dedicated solely to healthcare expenses.

J. Collins explained that the current ordinance requires that funds be transferred to the General Fund when the purpose of the fund is complete, but noted that a new ordinance could be created to repurpose the funds. She stated that reallocating \$63,000 out of the assigned fund balance to the

unassigned balance of the General Fund would decrease the amount needed for taxes by \$63,000.00 and would result in a lower mill rate. She added that the funds cannot be placed into a specific account at this time because the budget amount on the referendum cannot be changed.

A. Gordon MOVED to DISSOLVE the fund and the ordinance as written, to release the balance of the fund into the General Fund, and to allocate \$63,000 of the fund toward givebacks for next fiscal year with the intent of using the revenue to offset health insurance expenses for Fiscal Years 2026, 2027, and 2028. R. Morra SECONDED.

Discussion: J. Collins explained that if funds are reallocated to the General Fund, they cannot be reserved for future years unless only \$63,000 is reallocated annually and the remainder is restricted and assigned to the Health Insurance Fund until released by the Board. She explained that once the money enters the General Fund, it becomes unassigned unless it is specifically reserved through an ordinance.

A. Gordon WITHDREW the MOTION, and R. Morra WITHDREW his SECOND of the MOTION.

R. Morra MOVED to MOVE \$63,000.00 from the Health Insurance assigned fund to the unassigned General Fund. P. Sawyer SECONDED.

Discussion: R. Morra suggested that the BOS develop a policy to guide future use of the remaining balance for healthcare cost offsets and include the discussion in a future agenda. P. Sawyer recommended considering the Board of Education's share in the fund during future decisions. J. Collins clarified that the money benefits residents via a reduced mill rate and does not increase Town revenues. R. Morra and P. Sawyer agreed, but emphasized the importance of recognizing and honoring the contributions of employees working for Bolton, including the Board of Education, in the policy.

G. Marrion asked Board Secretary Kacie Cannon to read the Motion back to the Board. The Board came to a unanimous consensus to have the Motion read back.

MOTION CARRIED 5:0:2 (A. Gordon and M. Clarke Absent)

(Note: P. Sawyer arrived at 6:25 p.m., and A. Gordon departed the meeting at approximately 6:30 p.m.)

6. Consider and Act on Cemetery Bid Waiver and Accepting Bid

P. Sawyer stated that the Town's current cemetery mapping system is outdated and contains numerous errors. She emphasized the importance of providing accurate records to honor families and the deceased, and expressed her support for the project.

G. Marrion raised concerns about the project costs given the current budget. P. Sawyer replied that the Town has a separate cemetery fund of approximately \$800,000, which was inherited from the Bolton Cemetery Association. R. Morra added that the account is funded through cemetery plot purchases. He agreed that the mapping system is outdated and includes significant errors such as incorrect burial locations.

K. McCavanagh explained that the project was put out to bid last year and this year, but only two bids were received each time. She stated that she and Jim Rupert have reviewed the proposals and recommend Sentry Mapping. Sentry Mapping offers ground-penetrating radar, GPS, and drones to assess burial locations and update the maps and will remain on-site for one to two weeks until the project is complete. K. McCavanagh reported that she has received frequent complaints about mapping errors, mislocated headstones, and uncertain burial placements at the cemeteries, particularly after transitioning from the Bolton Cemetery Association to U.S. Cemetery Services. She added that Sentry

will also provide a website with the updated maps and noted that they submitted the lowest bid. G. Marrion asked what steps would be taken to resolve the errors. K. McCavanagh replied that headstones may need to be relocated and appropriate steps would be taken to rectify any other issues.

P. Sawyer noted that the bid for \$6,800.00 for the Quarryville Cemetery incorrectly states that the contract is for the Bolton Center Cemetery and requested that the bid be corrected. K. McCavanagh stated that she will make the correction and noted that the prices on the bids are still valid, although they are both dated August 23, 2024. She added that the work will begin within three to four months.

P. Sawyer MOVED to WAIVE the bidding requirements for Sentry Mapping for digital mapping services for the contract costs of \$6,800.00 for the Quarryville Cemetery and \$14,300.00 for the Bolton Center Cemetery. R. Morra SECONDED. MOTION CARRIED 5:0:2 (M. Clarke and A. Gordon Absent)

P. Sawyer MOVED to ACCEPT the contracts from Sentry Mapping for the digital mapping of both the Quarryville Cemetery and the Bolton Center Cemetery. T. Sadler SECONDED. MOTION CARRIED 5:0:2.

The BOS thanked K. McCavanagh for her time and efforts in securing bids for the cemeteries.

7. Consider and Act on Hiring Firm for Facilities Study

P. Sawyer reported that the Facilities Subcommittee thoroughly reviewed three firms, which included Russell & Dawson, Bureau Veritas, and STV, Inc., to conduct a facilities study of the Town's buildings. Based on the evaluation, the committee is recommending that STV, Inc. be hired to complete the study.

R. Fournier expressed strong confidence in STV, Inc., and noted that they would be a good fit for the Town. G. Marrion also supported the recommendation and proposed that the Community Voice Channel Building and State Trooper Building be included in the study for an additional cost of \$3,000, bringing the total contract amount to \$27,766. R. Fournier noted that the committee is also considering working with STV's consultant in the future to analyze student population.

P. Sawyer MOVED to HIRE STV, Inc. to conduct a Facility Study of the Town buildings for approximately \$25,000.00, plus an extra \$3,000.00 for the additional buildings. T. Sadler SECONDED. MOTION CARRIED 5:0:2 (M. Clarke and A. Gordon Absent).

8. Consider and Act on Banking Resolution to Add David Caruso as a Signer on the Account

P. Sawyer recommended adding the new Superintendent of Schools, David Caruso, as a signer on the Chelsea Groton Bank account.

P. Sawyer MOVED to ADD David Caruso as an active signer on the Town's checking account. G. Marrion SECONDED. MOTION CARRIED 5:0:2 (M. Clarke and A. Gordon absent).

9. Appointments and Resignations:

a. Kimberly Fofana – Conservation Commission – Resignation

P. Sawyer MOVED to ACCEPT with regret the resignation of Kimberly Fofana from the Conservation Commission and thanked her for her service. R. Morra SECONDED. MOTION CARRIED 5:0:2 (M. Clarke and A. Gordon absent).

b. C. Peter Van Dine – Conservation Commission – Change from Full to Alternate Member

P. Sawyer MOVED to ACCEPT C. Peter Van Dine's request to change from a full member to an alternate member of the Conservation Commission. R. Morra SECONDED. MOTION CARRIED 5:0:2 (M. Clarke and A. Gordon absent).

c. Paula Friez – Senior Citizen Commission – Reappointment as Full Time Member

P. Sawyer MOVED to ACCEPT the reappointment of Paula Friez as a full-time member of the Senior Citizen Commission. R. Morra SECONDED. MOTION CARRIED 5:0:2 (M. Clarke and A. Gordon absent).

d. Kelly Goldsnider – Library Board – Reappointment as Full Time Member

P. Sawyer MOVED to ACCEPT the reappointment of Kelly Goldsnider as a full-time member of the Library Board. R. Morra SECONDED. MOTION CARRIED 5:0:2 (M. Clarke and A. Gordon absent).

e. Carrie Concatelli – Senior Social Services Municipal Agent – 2 yrs. Term

P. Sawyer MOVED to ACCEPT the reappointment of Carrie Concatelli as the Senior Social Services Municipal Agent for a two-year term. R. Morra SECONDED. MOTION CARRIED 5:0:2 (M. Clarke and A. Gordon absent).

10. Approval of Minutes:

a. May 6, 2025 – Regular and A/P Meeting

P. Sawyer MOVED to APPROVE the May 6, 2025 Regular and A/P Meeting Minutes as written. R. Morra SECONDED. MOTION CARRIED 5:0:2 (M. Clarke and A. Gordon Absent).

b. May 20, 2025 – A/P Meeting

P. Sawyer MOVED to APPROVE the May 20, 2025 A/P Meeting Minutes as written. T. Sadler SECONDED. MOTION CARRIED 4:1:2 (G. Marrion Abstained, M. Clarke and A. Gordon Absent).

c. April 8, 2025 – Unable to Identify Who Seconded Meeting Minutes – Minutes Still Need to Be Approved

P. Sawyer MOVED to APPROVE the April 8, 2025 Regular Meeting Minutes. T. Sadler SECONDED.

Discussion: P. Sawyer noted that a determination needed to be made as to who seconded the motions under Item No. 2 of the minutes. R. Morra volunteered to be listed as the person who seconded the motions since the audio was inaudible and the board could not recall who seconded.

MOTION CARRIED 5:0:2 (M. Clarke and A. Gordon Absent).

11. Adjourn

R. Morra MOVED to ADJOURN the meeting at 7:12 p.m. P. Sawyer SECONDED. MOTION CARRIED 5:0:2 (M. Clarke and A. Gordon Absent).

Respectfully submitted by Kacie Cannon

Kacie Cannon

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

**BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN**

BUDGET: Conservation

Transfer \$ 30.00 from category Official / Admin Services to category Regular Payroll

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

to # 1005 - 045 - 4599 - 000000 - 51610 - 00000

Transfer \$ _____ from Budget _____ to Budget _____

from category _____ to category _____

from # _____ - _____ - _____ - _____ - _____ - _____

to # _____ - _____ - _____ - _____ - _____ - _____

Other \$ _____

Explanation: TO COVER CLERK'S PAYMENT.

Approved
[Signature] Signature
Town Administrator Title
6/12/25 Date

Board of Selectmen

Approved

Comments:

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

Date _____

**BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN**

BUDGET: Conservation

Transfer \$ 170.00 from category Other Prof Serv to category Regular Payroll

(within budget) from # 1005 - 045 - 4599 - 000000 - 53400 - 00000

to # 1005 - 045 - 4599 - 000000 - 51610 - 00000

Transfer \$ _____ from Budget _____ to Budget _____

from category _____ to category _____

from # _____ - _____ - _____ - _____ - _____ - _____

to # _____ - _____ - _____ - _____ - _____ - _____

Other \$ _____

Explanation: _____

TO COVER CLERK'S PAYMENT

Approval 6/13/25

[Signature] _____ Signature

Team Administrator _____ Title

_____ Date

Board of Selectmen

Approved

Comments:

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

Date _____