TOWN OF BOLTON
BOARD OF SELECTMEN MEETING
TUESDAY, OCTOBER 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, Pamela Sawyer, Amanda Gordon, Gwen Marrion, Tim Sadler
Board of Selectman Present via Zoom: Mather Clarke

Staff Present In-Person: Town Administrator James Rupert
Staff Present Via Zoom: Recording Secretary Kacie Cannon

Others Present In-Person: Planning and Zoning Commission Chairman Tom Manning, David Cowles

Others Present Via Zoom: James Loersch

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

2. **Pledge of Allegiance**

R. Fournier led the Pledge of Allegiance.

3. **Public Comment (On matters not on this Agenda):**

a. There were no comments from the public.

b. G. Marrion MOVED to ADD a discussion regarding the letter of resignation submitted by Board Clerk Kacie Cannon and issues with timely payments to the Agenda as Item No. 3(b). A. Gordon SECONDED. MOTION CARRIED 5:1:1 (R. Morra voted No, M. Clarke Absent).

Discussion: The Board discussed the invoice process and the need to ensure timely payments and agreed to refer the matter to the personnel sub-committee for review.

P. Sawyer MOVED to send the matter to the personnel sub-committee for review and resolution by the next Regular Board of Selectmen Meeting. A. Gordon SECONDED. MOTION CARRIED 6:0:1 (M. Clarke Absent).

4. **250th Committee Discussion:**

R. Fournier noted that John Toomey and Arlene Fiano were not present to discuss the item.

P. Sawyer MOVED to hold Item No. 4 for discussion later in the Agenda in the event that one of the presenters appears. R. Morra SECONDED. MOTION CARRIED 6:0:1 (M. Clarke Absent).

5. **Correspondence:**

a. Board of Education Quote Waiver: Curriculum Associates

J. Rupert noted that the Board was provided with a letter regarding the waiver for information only.

6. **New Business**:

a. Consider and Act on Forming Ad Hoc Advisory Committee for the Parks and Rec Grant

P. Sawyer MOVED to APPROVE the creation of an Ad Hoc Advisory Committee for the Parks and Recreation Grant to convene immediately and include two members of the Board of Selectman and the Parks and Recreation Director. T. Sadler SECONDED.

P. Sawyer MOVED to AMEND the MOTION to include the Townwide Facilities Director as a member to comprise a total of four members on the committee. T. Sadler SECONDED.

Discussion: G. Marrion asked whether community members will be involved in discussions on the use of the grant as discussed at the previous meeting. P. Sawyer suggested keeping the committee small so that action can be taken quickly. R. Fournier stated that a call has been put out to the public for suggestions, and J. Rupert confirmed that the public has been submitting responses. A. Gordon requested the meeting date be provided to her upon scheduling so that she can inform the public via social media.

MOTION CARRIED 6:0:1 (M. Clarke Absent).

Tim Sadler and Gwen Marrion agreed to serve on the Ad Hoc Advisory Committee with the Parks and Recreation Director and the Townwide Facilities Director.

b. Consider and Possibly Act on Non-Union Pay Raises
P. Sawyer MOVED to ACCEPT the Non-Union Pay Raises as presented. T. Sadler SECONDED.

Discussion: R. Morra asked if the increases are retroactive and whether they include state-mandated minimum wage increases. J. Rupert confirmed that they are retroactive to July 1, 2025 and noted that the minimum wage has been increased from $16.35 to $16.94 per hour (rounded to $17.00/hr.)

A. Gordon stated that she does not recall budgeting increases for the Selectmen. G. Marrion echoed the concerns. R. Fournier confirmed that the increases were discussed and budgeted. G. Marrion also noted that she does not recall a discussion on an increase for the Tax Assessor. J. Rupert confirmed that a discussion was not held and noted the increase is part of an agreement on the shared position with the Town of Willington.

G. Marrion asked about the increase for the Administrative Assistant to the Town Administrator. J. Rupert explained that the increase is outlined in her Letter of Employment, which states that she receives increases in conjunction with any union increases. A. Gordon asked for further explanation on what happens if the Board votes against the increase and requested a copy of the guidelines. G. Marrion asked why the Board has not received reports on performance reviews. R. Morra stated that the reports are available for review and suggested that Board members review them on an individual basis rather than discuss them in an open forum.

G. Marrion stated that she is not comfortable voting on a raise for herself. A. Gordon reiterated that she does not recall a discussion about Selectman raises.

MOTION CARRIED 5:1:1 (G. Marrion Abstained, M. Clarke Absent).

c. Consider and Act on A/P
R. Fournier noted that the A/P report was not provided in the packet and suggested that the Board members access it on their phones.

P. Sawyer MOVED to APPROVE the 2025-2026 A/P Report in the amount of $745,654.66. T. Sadler SECONDED.
MOTION CARRIED 6:0:1 (M. Clarke Absent).

d. Consider and Act on Budget Transfers

P. Sawyer highlighted budget request transfers that were received from the Library for overage charges and from the Inlands Wetland Commission and Conservation Commission for board clerk payments and noted that approval of the transfers is not required by the Board. A. Gordon expressed concern about the library incurring overage charges so early in the fiscal year and suggested taking a closer look at their copier budget next year.

7. Ongoing Business:

a. Follow-up Discussion About Speed Cameras on 384

J. Rupert noted that the State is unable to install speed cameras at this time.

8. Approval of Minutes:

a. September 2, 2025 – Regular Meeting

P. Sawyer MOVED to APPROVE the September 2, 2025 Regular Meeting Minutes as presented. T. Sadler SECONDED.

Discussion: G. Marrion stated that a page is missing from the minutes and suggested tabling the item for the next meeting.

P. Sawyer WITHDREW the MOTION to approve the minutes and MOVED to table the item until the next meeting when a complete set of minutes is provided. T. Sadler SECONDED. MOTION CARRIED 6:0:1 (M. Clarke Absent).

b. September 9, 2025 – A/P Meeting

P. Sawyer MOVED to APPROVE the September 9, 2025 Meeting Minutes as presented. T. Sadler SECONDED.

Discussion: G. Marrion stated that David Cowles pointed out that R. Fournier was marked absent but voted on several items and that the minutes need to be corrected.

*(*Board Clerk Note: It was later confirmed that R. Fournier was absent from the meeting and was marked as "absent" during all of the votes in the minutes. The Call to Order should be corrected to replace R. Fournier with R. Morra who presided over the meeting.)*

MOTION CARRIED 4:2:1 (R. Morra and P. Sawyer Abstained, M. Clarke Absent).

c. September 23, 2025 – A/P Meeting

P. Sawyer MOVED to APPROVE the September 23, 2025 Meeting Minutes as presented. R. Morra SECONDED. MOTION CARRIED 5:1:1 (T. Sadler Abstained, M. Clarke Absent).

9. Reports and Updates

There were no reports or updates.

10. Town Administrators Report

J. Rupert provided a report outlining the status of numerous projects. G. Marrion asked about the timeline for completing the facility study and the impact it will have on the Town Hall conceptual design process. J. Rupert stated that the STV contract should be finalized this week, and the work is expected to begin soon.

G. Marrion stated that she was unaware that the Cider Mill property was being considered for residential use and suggested the property be used for commercial purposes since it is designated as a business zone. J. Rupert stated that there are no viable opportunities for business development and noted the demand for residential development. He added that there is no city water available at the site but suggested a business component could potentially be added to the residential development at a later time.

R. Morra advocated for designating the property as residential to provide more housing. A. Gordon agreed and requested that a percentage of the development be designated as affordable housing.

P. Sawyer noted that Eric Anderson, Town Administrator of Andover, has accepted a position as the Town Manager of Dalton, Massachusetts.

T. Sadler asked if a wetlands permit is required to begin work on the Herrick Park soccer fields and whether any other pre-requisites are required for the bid process. J. Rupert explained that the purpose of the permit is to present the plans to the Inland Wetlands Commission to ensure there are no issues with the project prior to sending it out to bid. He added that he is planning to have them review the community septic system plans at the same time.

P. Sawyer asked if the Lori Road Basin project is completed. J. Rupert stated that the basin is completed but there are some minor corrections being made to other aspects of the project.

a. Land Use Activity Report

A. Gordon asked if P. Carson provided a stance at the meeting she attended regarding Legislative Bill 5002. J. Rupert replied that neither he or P. Carson provide a formal stance unless specifically directed to do so by the Board. A. Gordon noted that the bill was vetoed by the Governor and suggested that the Board add the item to the Agenda when the bill comes back up in the future.

P. Sawyer MOVED to go into Executive Session at 7:31 p.m. to discuss Union Contracts and Continuity Planning for Finance Director and invited J. Rupert into the Session. A. Gordon SECONDED. MOTION CARRIED 6:0:1 (M. Clarke Absent).

The Board exited Executive Session and reconvened the meeting at 8:11 p.m.

P. Sawyer MOVED to APPROVE the Local 1303-126 of Connecticut Council #4 between the Town of Bolton and the AFL-CIO known as the Bolton Highway Contract pending approval by the union membership. T. Sadler SECONDED. MOTION CARRIED 6:0:1 (M. Clarke Absent).

P. Sawyer MOVED to APPROVE the local 1303-331 of Connecticut Council #4 Between the Town of Bolton and the AFL-CIO known as the Bolton Non-Supervisors contract pending approval by the union membership. A. Gordon SECONDED. MOTION CARRIED 6:0:1 (M. Clarke Absent).

11. Adjournment

R. Morra MOVED to ADJOURN the meeting at 8:15 p.m. A. Gordon SECONDED. MOTION CARRIED 6:0:1 (M. Clarke 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.