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

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

Staff Present In-Person: Town Administrator Jim Rupert, Bolton Wetlands Agent Alyssa Barroso
Staff Present Via Zoom: Recording Secretary Kacie Cannon

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

2. **Discuss and Possibly Act on Wetlands Fees:**

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

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

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

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

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

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

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

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

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

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

5. Consider and Act on Budget Transfers:
P. Sawyer highlighted two budget transfers from the Tax Collector that were less than $300.00 and did not require Board approval.

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

b. October 7, 2025 – Regular Meeting
P. Sawyer MOVED to APPROVE the September 2, 2025 Regular Meeting Minutes. T. Sadler SECONDED. MOTION CARRIED 5:0:2 (R. Morra and A. Gordon Absent).

7. Adjourn
P. Sawyer MOVED to ADJOURN the meeting at 6:38 p.m. T. Sadler SECONDED. MOTION CARRIED 5:0:2 (R. Morra and A. Gordon Absent).

Respectfully submitted by Kacie Cannon
Kacie Cannon

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