TOWN OF BOLTON
BOARD OF SELECTMEN MEETING
TUESDAY, NOVEMBER 3, 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, Mather Clarke

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

Others Present Via Zoom: James Loersch, David Cowles

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.

P. Sawyer MOVED to ADD Item No. 3(b) Public Comment to the Agenda. R. Morra SECONDED. MOTION CARRIED 7:0:0.

3. Appointments:
a. Carole Franco – Senior Citizen Commission (Alternate)
P. Sawyer MOVED to ACCEPT the Appointment of Carole Franco to the Senior Citizen Commission as an alternate member. T. Sadler SECONDED. MOTION CARRIED 7:0:0.

b. **Public Comment**
Resident James Loersch thanked P. Sawyer, R. Morra, and A. Gordon for their service on the Board of Selectmen and all of their hard work on behalf of the town. He also expressed disappointment that there was no opportunity for public comment on the lighting changes at Town Hall and asked the Board to allow public comment on similar changes in the future.

4. Resignations:
a. Cheryl Udin – Senior Van Driver
P. Sawyer MOVED to ACCEPT the Resignation of Cheryl Udin and thanked her for her years of service. R. Morra SECONDED and also thanked Ms. Udin for the extra work she did for the Town. MOTION CARRIED 7:0:0.

5. Correspondence:
a. Memorandum: Board Clerk Payment Issue Resolved
P. Sawyer stated that the Board Clerk payment issue has been resolved, and a personnel meeting is no longer necessary. J. Rupert added that part of the solution includes regular communication to address any concerns. A. Gordon asked if the new procedures have been established in writing. J. Rupert replied that the current solution is temporary, and a written procedure will be provided when a permanent solution is implemented.

b. Attorney R. Barger: Rerouting of Bolton High School Drainage from Tennis Courts
R. Fournier highlighted correspondence from Attorney Barger thanking the Town for resolving a longstanding drainage issue affecting a private property owner. The letter expressed gratitude to the Board of Selectmen, J. Rupert, and the Public Works staff. R. Fournier thanked staff work their work on the project.

c. DOT Federal Grant Funding under the Federal Transit Administration

R. Fournier reported that the Town's grant funding request for a van was denied. A. Gordon noted that the Town is on a waitlist in the event that funds become available. J. Rupert explained that the Town had applied $15,000 of AARPA funds toward the grant and those funds must be spent before the deadline. He will be meeting with Carrie Concatelli to determine how to spend the funds.

6. Consider and Act on Applying for Aquatic Invasive Species Grant:

J. Rupert explained that the Town budgets $15,000 annually for potential lake treatments and has applied for this grant in the past to offset treatment costs. Although treatment has not been needed over the past two years, J. Rupert requested authorization to apply for the DEEP grant and noted a December deadline. He added that consultant fees may be necessary to assist with the grant application. G. Marrion asked how the funds will be spent if no treatment is required. J. Rupert replied that they will be applied to permit costs, invasive species surveys, and annual water quality testing.

P. Sawyer MOVED to authorize J. Rupert to apply for the Application for the Aquatic Invasive Species Grant. R. Morra SECONDED. MOTION CARRIED 7:0:0.

7. Finance Reports:

The Board reviewed the Town's Finance Reports. J. Rupert stated that spending is on track with no irregularities or negative trends.

8. Consider and Act on A/P

P. Sawyer MOVED to APPROVE the 2025-2026 A/P Report in the amount of 242,914.42. T. Sadler SECONDED.

Discussion:

- G. Marrion asked about database charges on Page 3. J. Rupert explained they are for digitizing and maintaining the Assessors' maps and noted the maps will be integrated with the CRCOG GIS system and updated annually.

- G. Marrion asked if the cameras installed by Minuteman Security Technologies, Inc. on Page 13 were for ballot boxes. J. Rupert replied that they were installed around the Selectman's Office for staff safety and better customer service as they will alert staff to incoming customers in the absence of front desk staff. A. Gordon asked about other safety measures for the building, and R. Fournier confirmed that the doors remain locked after hours.

- G. Marrion asked about the Town Center SSDS charges on Page 15. J. Rupert stated that they are for the septic system behind Heritage Farm. He added that the Inland Wetlands Commission (IWC) has requested additional changes, and the project is currently in the final design phase.

- G. Marrion requested an update on the LOTCIP Sidewalk Design. J. Rupert stated that CTDOT has requested some adjustments, and the revised design will be provided to the Board for approval.

- G. Marrion asked about the $3,000 charge for Junior Ranger Badges on Page 16. J. Rupert explained that the request came from Johnny Carawan, who is part of the Washington Rochambeau Route, and the charges came out of grant money that was provided for the 300th Anniversary in the amount of $15,000.00. Since the funds must be returned to the National Park Service if they are not spent, the Town is using them for the badges, the 250th Anniversary, and parking lot improvements at the trail.

- G. Marrion asked why the Town does not purchase hay from local farmers instead of landscape supply companies. J. Rupert stated that it does; however, the farmers do not always have a consistent supply. He added that one of the farmers works for the Town and noted that it would be a conflict of interest to purchase hay from an employee.

- A. Gordon inquired about the parking lot light expenses for the Town Hall. R. Fournier explained that the lights were installed for safety purposes and aesthetics. J. Rupert noted that the majority of the work was conducted by a Town employee.

G. Marrion asked if the IWC was consulted prior to initiating the parking lot project due to wetlands bordering the property. J. Rupert replied that they were not consulted until after the installation was complete and noted that the oversight was due to outdated maps. He emphasized that staff typically consults with IWC on all projects and noted that this was an isolated error. G. Marrion suggested checking area vegetation in the future in addition to consulting maps. A. Gordon asked if a written process is in place to check with the IWC prior to initiating projects. J. Rupert confirmed that there is and noted that this particular incident was not caught during the permit process.

MOTION CARRIED 7:0:0.

9. Consider and Act on Budget Transfers
J. Rupert noted that there are no transfers requiring BOS approval.

P. Sawyer highlighted a budget transfer request for information only from Emergency Management for a transfer of $1,200 from Other Supplies to Repairs and Maintenance. J. Rupert explained that the transfer covers the costs of boarding up a vacant building that previously caught fire. Since the property owner failed to board up the property as requested, the Town secured the property and placed a lien on it to recover expenses.

10. Approval of Minutes:
a. October 21, 2025 – Regular Meeting
The item was tabled for the next meeting since the minutes were not included in the meeting packet.

11. Adjourn
R. Morra MOVED to ADJOURN the meeting at 7:07 p.m. T. Sadler SECONDED.

Discussion: R. Morra thanked the Board and staff members for all the work they have done during his tenure with the Board of Selectmen. He added that he is happy to see younger members serving on the Board as well as the manner in which members work together regardless of party affiliation. P. Sawyer also thanked the Board members and current candidates for their service to the Town.

Board members expressed their gratitude and appreciation to R. Morra, P. Sawyer, and A. Gordon for their time, service, and dedication. J. Rupert shared his appreciation as well and invited the departing members to attend and participate in the December 18, 2025 meeting.

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.