

**TOWN OF BOLTON**  
**BOARD OF SELECTMEN MEETING**  
**Tuesday, December 30, 2025, at 6:00 p.m.**  
**Town Hall & Zoom Meeting**  
**MEETING MINUTES**

	ROSTER	IN-PERSON	ZOOM	ABSENT
<b>FIRST SELECTMAN:</b>	Rodney Fournier	X		
<b>SELECTMEN:</b>	Bryce Aaronson	X		
	Mather Clarke	X		
	David Cowles		X	
	Robert DePietro		X	
	Gwen Marrion	X		
	Tim Sadler	X		

<b>STAFF:</b>	James Rupert, Town Administrator
	John Butrymovich, Supervisor, Buildings & Grounds
	Stephanie Crane, Director, Parks & Recreation
	Andrea Vassallo, Recording Secretary

**1.0 Call to Order**

First Selectman Rodney Fournier called the meeting to order at 6:00 p.m.

**2.0 Public Input on Parks and Recreation Grant:** None.

**3.0 Discussion and Decide on Recommendation to BOS for Action:**

**Town Green Project**

R. Fournier stated 4-5 things went out to bid with an averaging cost of \$250K. With recommendations to re-grade and drain the town green. J. Rupert stated he had a conversation with the Town Engineer, Nathan Jacobson & Associates, and over time the pitch and existing drainage has degraded. J. Rupert stated the probable cost to re-grade, drain, and re-seed the town green, (1.3 acres / 8,400 sq. yards / 1,400 cubic yards), is approximately \$230K. J. Rupert stated the Town could work on the town green project comfortably within the next 6 months.

**The Pavilions at Herrick Park & Heritage Farm**

R. Fournier stated the Town has received two (2) cost estimates for the proposed pavilions at Herrick Park and Heritage Farm. J. Rupert stated he found a company out of Pennsylvania that pre-builds pavilions. Discussion further ensued regarding the pavilion construction specifications. J. Rupert further stated the timeframe in which to install the pavilions is within the next 6 months, entirely driven by the grant reporting deadline, whereas the awarded grant money must be spent by June 30, 2026. The timeline is considered tight but possible to achieve according to conversations J. Rupert has had with J. Butrymovich, Bolton Building & Grounds Supervisor. The cost estimations do not include the cost of concrete (e.g. pilings), or electrical installation or re-wiring, which could possibly exceed another \$25K for each pavilion.

### **Grant Award Requirements**

The awarded money is state funded and must adhere to specific reporting guidelines such that the funds must be spent by June 30, 2026; and municipal projects funded by state monies are mandated to bid their projects through the CT Department of Administrative Services 'Bid Board'. The Town still needs to officially apply to receive the funds.

### **Additional Grant Monies**

A part of the grant award package is the allocation of another \$250K appropriated by the CT Bond Commission for next fiscal year.

### **BOS Vetting of Proposed Amenities from Public Hearing**

G. Marrion stated that after the public hearing there was a substantial list of amenities requested by the public, approximately 27 items, that were narrowed down by the Board of Selectmen (BOS) to list of five (5) items for bid consideration/cost estimation. G. Marrion stated the deciding consideration whether to short list a potential amenity was that the cost estimates for the items could not exceed the \$250K awarded grant.

G. Marrion stated the BOS included the elimination of, but not limited to, the following amenities:

- Community Pool
- Sports Bubble
- Library Expansion Project
- Playground at Indian Notch Park. Further discussion ensued among the BOS, J. Rupert, and J. Butrymovich about the logistics of still accommodating this request without utilizing grant monies.
- Pickleball Courts
- Frisbee Golf Course
- Community Gardens
- Soccer Fields – J. Butrymovich stated project would not be able to be completed by the June 30, 2026, grant deadline.

G. Marrion stated that the BOS thoroughly vetted the full list of amenities proposed by the public. The five (5) amenities shortlisted to move forward for consideration are:

- One (1) pavilion at Herrick Park
- One (1) pavilion at Heritage Farm
- Town Green Gazebo and earthwork improvements (re-grade/drainage/re-seed)
- Herrick Park Bathrooms
- Outdoor Exercise Equipment

### **BOS & Town Staff Discussion**

Discussion further ensued among the BOS, J. Rupert, and J. Butrymovich, regarding:

- The cost of individual outdoor exercise equipment.
- Potential site work that could be implemented by Bolton Buildings & Grounds verse sub-contracting.
- Cost differentials between the two (2) proposed pavilions due to engineered infrastructure types.
- Logistics of local permitting and timeframes.
- Grant reporting parameters and deadlines.
- CT Department of Administrative Services, state mandated bid requirements for municipal projects funded by state monies.

- The decision to choose only one project to be completed by June 30, 2026, grant deadline.
- The logistics of seeding verse the cost to install turf.
- Confidence the town green project can be completed by June 30, 2026, deadline.
- Nathan Hale Jacobs & Associates, Bolton's consulting engineering firm, provided initial probable cost estimations. The Town has yet to receive any bids on any proposed projects.
- Potential engineering costs.

#### **Preference v. Grant Reporting Timelines**

The BOS discussed with Stephanie Crane, Director, Bolton Parks & Recreation Department, project preferences verse grant reporting timelines. Consensus among the parties was that for the proposed pavilion projects at Herrick Park and Heritage Farm the construction and installation time needed to complete those projects would not logically work for the reporting requirements. All parties concurred to wait for the additional grant funds next fiscal year and agreed improvements to the town green important and needed.

#### **4.0 Adjournment:**

Consensus to **ADJOURN at 6:28 PM. MOTION CARRIED; 7:0:0**

## **1.0 Call to Order:**

R. Fournier called the Board of Selectman A/P Meeting to order at 6:28 PM.

## **2.0 Consider and Act on Parks and Recreation Grant Recommendations:**

Selectman Tim Sadler **MOVED to AUTHORIZE** Town Administrator James Rupert to develop a Request for Proposals (RFP) for drainage upgrades and post the bid on the CT Department of Administrative Services (CT DAS) Bid Board.

### **Discussion:**

Discussion ensued among the BOS regarding the logistics and timing of posting a Request for Proposals (RFPs) on the CT Department of Administrative Services (CT DAS) Bid Board. J. Rupert stated that the project would go out to bid February 2026, awarded March 2026 (to the lowest bidder per state mandated guidelines), start the project April 2026. Selectmen voiced concerns that April could be the wettest time of the year for a construction project. J. Rupert stated that the grant money must be spent by June 30, 2026.

Selectman Mather Clark **SECONDED; MOTION CARRIED; 7:0:0**

<b>Yea</b>	Fournier, Aaronson, Clarke, Cowles, DePietro, Marrion, Sadler
<b>Nay</b>	0
<b>Abstain</b>	0

## **3.0 Consider and Act on Public Building Committee Formation:**

Selectman Tim Sadler **MOVED to APPROVE THE FORMATION** of a temporary building committee to advise the replacement of a new roof at Bolton Center School. Committee members will be appointed, at a later date, in accordance with the Bolton Town Charter.

Selectman Mather Clark **SECONDED; MOTION CARRIED; 7:0:0**

<b>Yea</b>	Fournier, Aaronson, Clarke, Cowles, DePietro, Marrion, Sadler
<b>Nay</b>	0
<b>Abstain</b>	0

## **4.0 Consider and Act on Bid Waiver for CLA Proposal:**

The BOS discussed with J. Rupert and acknowledged the known town-wide issue that the existing financial reporting software system is underutilized and could be leveraged to provide more accurate, seamless, and efficient financial reporting. Per the recommendation of J. Rupert, he is requesting to directly hire financial auditing company, CLA (CliftonLarsonAllen, LLP), to perform a Systems Utilization Assessment of various software modules (Tyler Technologies – School ERP Pro).

Rupert, James. Town of Bolton, Office of the Town Administrator, December 23, 2025. **Request Approval of Bid Waiver Memo.**

After having met with CLA on several occasions J. Rupert stated his rationale to request a sole source bid waiver, to directly hire CLA, is their nuanced expertise in Tyler Technologies software systems, as well as having been highly recommended by a former Bolton interim finance director.

Additionally, J. Rupert stated that the Town would be engaging directly with Tyler Technologies and would request some provisional training for administrative staff on the software module systems currently being underutilized.

Several Selectman voiced concerns and comments over waiving the required bid process of obtaining three (3) oral and/or written bids, rational included:

- Only receiving one fixed price cost estimate.
- No comparables provided.
- The cost estimation for services of approximately \$16K is low risk however, no credential verification of CLA and their expertise of Tyler Technologies – School ERP Pro was provided (e.g. prior client verification lists, case studies).
- The Chief Financial Officer, Jill Collins, has not provided input/comments to date.
- It is unknown if the cost estimation of the proposed services is reasonable.
- G. Marrion read from an existing Town Ordinance that does allow for waiving a bid when it is in the Board's opinion the circumstances of a particular case, in the best interest of the Town, the Board should permit its waiver however, further expressed concern that a contractor was pre-selected without a compelling reason – such as a pressing deadline.
- B. Aaronson stated there is opportunity to put this service request out to a competitive bid.
- Having additional comparable bids would be helpful without having to take the lowest bid.

J. Rupert cited the memo that he provided to the BOS as his rationale and further stated that if the BOS were not comfortable approving the requested bid waiver it is within their authority to deny the request. Further rational stated by J. Rupert included:

- An allocated budget is available within his department this fiscal year for the proposed service offering.
- It is a known ongoing problem.
- The Board of Education is uncomfortable retaining a payroll company.
- A known outcome of the proposed service offering is the utilization of the Town's existing financial software system – by automating existing payroll modules, and training town administrative staff, would guarantee immediate efficiencies instead of starting over with a new payroll company to liaise between the Board of Education and the Town Administrators.
- Town administrators have already begun working with the software company Tyler Technologies on advanced training techniques to leverage existing software elements.
- He does not have access to the components of the software to efficiently review purchase orders electronically – and still processes them on paper – and receives purchase orders from town staff supervisors daily.
- Reduce human error. Having a financial auditing company review the existing software system and recommend specific modules to automate in conjunction with specific end user training would reduce the potential manual human errors and inefficiencies that have occurred in the past.

Selectman Tim Sadler **MOVED to APPROVE** to waive the bid process and exclusively retain CliftonLarsonAllen (CLA) to conduct a Systems Utilization Assessment of the existing Tyler Technologies – School ERP Pro software modules within the Town of Bolton.

Selectman Robert DePietro **SECONDED; MOTION CARRIED; 6:1:0**

<b>Yea</b>	Fournier, Clarke, Cowles, DePietro, Marrion, Sadler
<b>Nay</b>	Aaronson
<b>Abstain</b>	0

## 5.0 Consider and Act on A/P:

Selectman Mather Clark **MOVED to ACCEPT** the A/P in the amount of **\$62,032.49**.

### **Discussion:**

B. Aaronson asked what the line-item costs were on Page 15 for Tyler Technologies:

- Training consultations, and
- ERP training.

J. Rupert replied that the costs are associated with mapping of the existing software systems between the town administration and board of education departments, granting select permission settings and access, and the advanced training of a select set of town administrators.

G. Marrion commented on Page 11 – re: Nathan Jacobson Associates, Town Engineer, the Town should be more cognizant budgeting for engineering services.

J. Rupert validated Selectwoman Marrion's comment and stated that prior budgeting cycles incorporated several engineering design services and are now in the finalization stage and can move towards construction and implementation.

Selectman Tim Sadler **SECONDED; MOTION CARRIED; 7:0:0**

<b>Yea</b>	Fournier, Aaronson, Clarke, Cowles, DePietro, Marrion, Sadler
<b>Nay</b>	0
<b>Abstain</b>	0

**6.0 Consider and Act on Budget Transfers:** None.

## 7.0 Approval of Minutes: December 16, 2025, A/P Minutes:

Selectman Tim Sadler **MOVED to APPROVE** December 16, 2025, A/P Minutes.  
Selectwoman Gwen Marrion **SECONDED; MOTION CARRIED; 6:0:1**

<b>Yea</b>	Fournier, Aaronson, Clarke, Cowles, DePietro, Marrion, Sadler
<b>Nay</b>	0
<b>Abstain</b>	Clarke

**8.0 Adjourn:**

Consensus to **ADJOURN** the meeting at **7:07 PM. MOTION CARRIED 7:0:0.**

Respectfully submitted by Andrea Vassallo

*Andrea Vassallo*

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

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