

**TOWN OF BOLTON
FACILITY USAGE AGREEMENT
BOLTON, CT 06043
(860) 649-8066**

Additional Setup Required:

Rules and Regulations

- 1) An approved contract is required by an individual or organization which wishes to use the grounds for any type of event.
- 2) At the discretion of the approving authority the individual or organization may, at their own expense, be required to provide portable sanitation facilities at the site and/or the service of a police officer.
- 3) Under no circumstances is alcohol allowed on the premises.
- 4) The undersigned understands that this is a public park and there may be public members using the property and/or parking lot at the same time as the scheduled event.

In consideration for permission to use the grounds as noted above the undersigned does hereby unconditionally release and discharge the Town of Bolton, its employees, elected officials, appointed officers, assigns, and agents from and against any and all claims, loss, damage and expense actions or causes of action as to personal injury or damage of property which might arise as a result of or be attributable to the conduct of such an event or by reason of the use of said premises. The undersigned shall pay all claims and losses of any nature whatever in connection therewith and shall defend all suits and shall pay all costs and judgements issued therein. The undersigned assumes full control and management of said premises during said use and occupation and assumes all responsibility and liability for any and all damages to the property therein.

Signature below indicates agreement to abide by the "Rules and Regulations" as shown above.

Signature of Applicant:

Date:

Karen Cordun
D. M. J.

12/1/25
1/6/26

For Office Use Only

Application Received: Date: *10/17/25*

Approved:

Not Approved:

By:



BOLTLAN-01

JREYES2

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/10/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Alliant Insurance Services, Inc. 4530 Walney Rd Ste 200 Chantilly, VA 20151-2285	CONTACT NAME: Anna Hill		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
	E-MAIL ADDRESS: ahill@alliant.com		
INSURED Bolton Land Trust Inc. 59 Maple Valley Road Bolton, CT 06043	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Federal Insurance Company		20281
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			35837277	9/30/2025	9/30/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Included
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			35837277	9/30/2025	9/30/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
For a municipality

CERTIFICATE HOLDER

CANCELLATION

Town of Bolton: Indian Notch Park
Attn: Kathy McCavanagh
222 Bolton Center Rd
Bolton, CT 06043

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

A-Tech Commercial Parts and Service, LLC

Check Group:

PREVENTATIVE MAINTENANCE ON GAS STOVE AT
FIRE DEPT

1005.043.4399.000000.54300.00000
Repair & Maint. Services - Town Build. Oper.

Check #: 0

PO/Invoice Total: \$910.37
Vendor Total: \$910.37

A.D.B. CONSTRUCTION & SEPTIC CORP

Check Group:

PUMP OUT TOWN HALL SEPTIC TANK

1005.043.4399.000000.54300.00000
Repair & Maint. Services - Town Build. Oper.

Check #: 0

PO/Invoice Total: \$374.00
Vendor Total: \$374.00

ADKINS PRINTING AND STATIONERS

B29986

Check Group:

11/4/25 MUNICIPAL ELECTION BALLOTS

1005.041.4197.000000.56120.00000
Office Oper. Supplies - Elect.

Check #: 0

PO/Invoice Total: \$1,338.50
Vendor Total: \$1,338.50

ADVANCED BENEFIT STRATEGIES

Check Group:

PARTICIPATION - DEC 2025

1005.041.4141.000000.52010.00000
Insurance Admin. Fees - Empl. Bene.

Check #: 0

PO/Invoice Total: \$71.42
Vendor Total: \$71.42

ALL AMERICAN WASTE, LLC

T8450

Printed: 01/09/2026

9:40:32 AM CST

Report: rptAPVoucherDetail

2025.3.13

Page: 1

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Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1221

01/15/2026

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:					
CONTRACT PICK-UP: JAN 2026					
	1	0	804130234 1/1/2026	1005.084.8405.000000.54101.000000 Refuse Removal. - Ref. Serv.	\$34,661.19
				Check #: 0	
				PO/Invoice Total:	\$34,661.19
				Vendor Total:	\$34,661.19
APEX REFRIGERATION COOLING					
Check Group:					
REPAIR HEAT AT SENIOR CENTER					
	1	260951	2189 12/23/2025	1005.043.4399.000000.54300.000000 Repair & Maint. Services - Town Build. Oper.	\$414.77
				Check #: 0	
				PO/Invoice Total:	\$414.77
				Vendor Total:	\$414.77
REPAIR HEAT AT LIBRARY					
Check Group:					
	1	260952	2188 12/22/2025	1005.043.4399.000000.54300.000000 Repair & Maint. Services - Town Build. Oper.	\$414.77
				Check #: 0	
				PO/Invoice Total:	\$414.77
				Vendor Total:	\$829.54
COPIER REPLACEMENT AT LIBRARY AS PER QUOTE					
	1	260396	392786 12/17/2025	1005.043.4399.000000.57300.000000 Equipment - Town Building Oper.	\$5,728.00
				Check #: 0	
				PO/Invoice Total:	\$5,728.00
				Vendor Total:	\$5,728.00
BRODART CO.					
Check Group:					
14 BOOKS					
	1	260313	B7126737 12/19/2025	1005.045.4501.000000.56400.000000 Library Materials - Libr.	\$236.79
				Check #: 0	

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1221

01/15/2026

Vendor #	QTY	PO No.	Invoice Date	Account	Amount
BROWN & BROWN INSURANCE SERVICES INC.					
Check Group:					
MONTHLY CONSULTING CONTRACT - JAN 2026					
1	0		22930332	1005.041.4141.000000.52010.00000	\$770.00
			12/2/2025	Insurance Admin. Fees - Empl. Bene.	
Check #: 0					
PO/Invoice Total:					\$236.79
Vendor Total:					\$236.79
C.A.A.O.					
Check Group:					
ANNUAL DUES: K FISHMAN					
1	0		4607	1005.041.4131.000000.58100.00000	\$90.00
			12/31/2025	Dues & Fees - Assess.	
ANNUAL DUES: A JOHNSON					
1	0		4673	1005.041.4131.000000.58100.00000	\$90.00
			12/31/2025	Dues & Fees - Assess.	
Check #: 0					
PO/Invoice Total:					\$770.00
Vendor Total:					\$770.00
CCM.					
Check Group:					
T1539					
"UNSAFE STRUCTURE" NOTICES FOR BLDG DEPT					
1	0		100341	1005.041.4151.000000.56120.00000	\$13.59
			12/28/2025	Office Supplies - Build. & Land Use	
Check #: 0					
PO/Invoice Total:					\$13.59
Vendor Total:					\$13.59
COLUMBUS SUPPLY					
Check Group:					
6 MANTA U MULTI-ROLE TACTICAL HELMETS - ROYAL BLUE					
1	260451		53390	1005.042.4203.000000.56930.00000	\$1,794.00
			12/12/2025	Uniforms & Supplies - Fire Comm.	

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1221

01/15/2026

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
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Check #: 0

PO/Invoice Total: \$1,794.00
Vendor Total: \$1,794.00

COMCAST.

Check Group:

HP INTERNET #5775

1	0	#5775 11/30-12/29/25	1005.043.4399.000000.55300.00000	\$120.35
		11/23/2025	Communications - Town Building Oper.	

HP INTERNET #5775

1	0	#5775 12/30-1/29/26	1005.043.4399.000000.55300.00000	\$120.35
		12/23/2025	Communications - Town Building Oper.	

Check #: 0

PO/Invoice Total: \$240.70
Vendor Total: \$240.70

Cummins Sales and Service

T1480

Check Group:

TOWN GARAGE GENERATOR MAINTENANCE

1	260804	G4-251146519 11/25/2025	1005.043.4399.000000.54300.00000	\$613.26
			Repair & Maint. Services - Town Build. Oper.	

Check #: 0

PO/Invoice Total: \$613.26
Vendor Total: \$613.26

DANIEL BUCKSON

Check Group:

VIN #2HKRW2H55NH615610, BILL #2024-03-0050622

1	0	VEHICLE TAX REFUND 12/23/2025	1005.000.0000.000000.20780.00000	\$359.14
			Tax Refund Exchange Account	

Check #: 0

PO/Invoice Total: \$359.14
Vendor Total: \$359.14

DEPARTMENT OF AGRICULTURE, ANIMAL

Check Group:

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1221

01/15/2026

Vendor #	QTY	PO No.	Invoice Date	Account	Amount
1	0		OCT-DEC25 ADOPTIONS 1/7/2026	2826.042.4215.000000.44505.000000 Animal Control Revenue	\$45.00
1 QUARTERLY ANIMAL ADOPTION FEE: OCT-DEC 2025					
Check #: 0					
PO/Invoice Total:					\$45.00
Vendor Total:					\$45.00
DEPT OF ENERGY & ENVIRONMENTAL PROTECT T1150					
Check Group:					
1	0		LANDUSE10/1-12/31/25	1005.000.0000.000000.20794.000000	\$638.00
LANDUSE QUARTERLY FEES 10/1-12/31/25					
Check #: 0					
PO/Invoice Total:					\$638.00
Vendor Total:					\$638.00
DUPONT STORAGE SYSTEMS, INC					
Check Group:					
1	260935		17480	2822.000.0000.000000.20790.05074	\$3,000.00
MOBILE SHELVING SYSTEM - HISTORIC DOC PRES GRANT PURCHASE					
Check #: 0					
PO/Invoice Total:					\$3,000.00
Vendor Total:					\$3,000.00
DZEN SHEET METAL CONTRACTORS INC					
Check Group:					
1	0		S016255-IN 12/31/2025	1005.043.4399.000000.54300.000000 Repair & Maint. Services - Town Build. Oper.	\$95.00
INVESTIGATION OF LEAKS AT FIRE DEPT					
Check #: 0					
PO/Invoice Total:					\$95.00
Vendor Total:					\$95.00
EAST RIVER ENERGY					
Check Group:					

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1221

01/15/2026

Vendor #	QTY	PO No.	Invoice Date	Account	Amount
DIESEL - 653 GAL @2.520696 PER GAL	1	0	11/17/2025	1005.043.4303.000000.56260.000000 Diesel & Gasoline - H.W.	\$1,646.01
GAS - 1,096.20 GAL @2.302217 PER GAL	1	0	11/17/2025	1005.043.4303.000000.56260.000000 Diesel & Gasoline - H.W.	\$2,523.69
Check #: 0					
PO/Invoice Total:					\$4,169.70
Vendor Total:					\$4,169.70
ELECTION SYSTEMS & SOFTWARE LLC					
Check Group:					
FIRMWARE LICENSE JAN-JUN 2026 PER TABULATOR	8	260920	CD2134825	1005.041.4197.000000.53520.000000 Other Contracts - Elect.	\$400.00
EXTENDED WARRANTY & ANNUAL MAINTENANCE DS 300 PER TABULATOR	8	260920	CD2134825	1005.041.4197.000000.53520.000000 Other Contracts - Elect.	\$860.00
Check #: 0					
PO/Invoice Total:					\$1,260.00
Vendor Total:					\$1,260.00
England True Value Hardware					
Check Group:					
MISC SUPPLIES FOR VARIOUS TOWN BUILDINGS	1	0	DEC 2025 - PARKS DEP 12/31/2025	1005.043.4399.000000.56100.000000 Supplies - Town Building Oper.	\$284.38
Check #: 0					
PO/Invoice Total:					\$284.38
Vendor Total:					\$284.38
Eversource.					
Check Group:					
Electricity - FIRE DEPT #2007	1	0	#2007 11/19-12/19/25 12/22/2025	1005.043.4399.000000.56220.000000 Electricity - Town Building Oper.	\$1,010.87

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1221

01/15/2026

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Electricity - TWN HALL/COMMUNITY HALL #2014	1	0	#2014 11/19-12/19/25 12/22/2025	1005.043.4399.000000.56220.000000 Electricity - Town Building Oper.	\$647.00
Electricity - TRAFFIC LIGHTS #2018	1	0	#2018 12/25-1/2/26 1/2/2026	1005.043.4399.000000.56220.000000 Electricity - Town Building Oper.	\$43.12
Electricity - 98 NOTCH REAR #2020	1	0	#2020 11/19-12/19/25 12/22/2025	1005.043.4399.000000.56220.000000 Electricity - Town Building Oper.	\$644.47
Electricity - LIONS #2031	1	0	#2031 11/20-12/20/25 12/22/2025	1005.043.4399.000000.56220.000000 Electricity - Town Building Oper.	\$45.00
Electricity - INP #2041	1	0	#2041 11/20-12/20/25 12/22/2025	1005.043.4399.000000.56220.000000 Electricity - Town Building Oper.	\$44.37
Electricity - LIBRARY #2045	1	0	#2045 11/19-12/19/25 12/22/2025	1005.043.4399.000000.56220.000000 Electricity - Town Building Oper.	\$501.29
Electricity - STREET LIGHTS #2048	1	0	#2048 12/25-1/2/26 1/2/2026	1005.043.4399.000000.56220.000000 Electricity - Town Building Oper.	\$1,596.49
Electricity - GAZEBO #2055	1	0	#2055 11/20-12/20/25 12/22/2025	1005.043.4399.000000.56220.000000 Electricity - Town Building Oper.	\$45.49
Electricity - 98 NOTCH SSS #2075	1	0	#2075 11/20-12/20/25 12/22/2025	1005.043.4399.000000.56220.000000 Electricity - Town Building Oper.	\$45.00
Electricity - RST #2086	1	0	#2086 11/20-12/20/25 12/22/2025	1005.043.4399.000000.56220.000000 Electricity - Town Building Oper.	\$104.36
Electricity - NRMC #2092	1	0	#2092 12/22/2025	1005.043.4399.000000.56220.000000 Electricity - Town Building Oper.	\$1,990.23
Electricity - BHF #4029	1	0	#4029 11/20-12/20/25 12/22/2025	1005.043.4399.000000.56220.000000 Electricity - Town Building Oper.	\$24.98
Electricity - BALLFIELD #4069	1	0	#4069 11/19-12/19/25 12/22/2025	1005.043.4399.000000.56220.000000 Electricity - Town Building Oper.	\$407.37

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1221

01/15/2026

Vendor #	QTY	PO No.	Invoice Date	Account	Amount
Electricity - HP #4071					
	1	0	#4071 11/20-12/30/25	1005.043.4399.000000.56220.00000	\$40.00
			12/30/2025	Electricity - Town Building Oper.	
Electricity - BI-OP SHED #6034					
	1	0	#6034 11/20-12/20/25	1005.043.4399.000000.56220.00000	\$45.37
			12/22/2025	Electricity - Town Building Oper.	
Electricity - TENNIS COURTS #9098					
	1	0	#9098 11/20-12/20/25	1005.043.4399.000000.56220.00000	\$217.27
			12/22/2025	Electricity - Town Building Oper.	
Check #: 0					
PO/Invoice Total:					\$7,452.68
Vendor Total:					\$7,452.68
FREIGHTLINER OF HARTFORD, INC. T1995					
Check Group:					
10 GALS DIESEL EXHAUST FLUID					
	1	260971	1171605	1005.043.4303.000000.56100.00000	\$148.60
			12/29/2025	Repair & Maintenance Supplies - H.W.	
CRANKCASE VENTILATION FOR TRUCK #3					
	1	260971	1171605	1005.043.4303.000000.56100.00000	\$121.63
			12/29/2025	Repair & Maintenance Supplies - H.W.	
Check #: 0					
PO/Invoice Total:					\$270.23
Vendor Total:					\$270.23
FRONTIER.					
Check Group:					
RST TELEPHONE #0933					
	1	0	#0933 12/27-1/26/26	1005.043.4399.000000.55300.00000	\$96.58
			12/27/2025	Communications - Town Building Oper.	
NRMC TELEPHONE #1243					
	1	0	#1243 12/17-1/16/26	1005.043.4399.000000.55300.00000	\$523.75
			12/17/2025	Communications - Town Building Oper.	
2nd RST TELEPHONE #6060					
	1	0	#6060 1/1-1/31/26	1005.043.4399.000000.55300.00000	\$83.55
			1/1/2026	Communications - Town Building Oper.	
Check #: 0					
PO/Invoice Total:					\$703.88

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1221

01/15/2026

Vendor # QTY PO No. Invoice Date Account Amount

GOEHRING ELECTRIC LLC

Check Group:

SERVICE CALL FOR POWER ISSUES AT TOWN HALL
DUE TO WIND STORM

1 0

12/19/25 TOWN
HALL
12/28/2025

1005.043.4399.000000.54300.000000
Repair & Maint. Services - Town Build. Oper.

Vendor Total: \$703.88

Check #: 0

PO/InvoiceTotal: \$100.00

Grainger

B3131

Check Group:

PARTS STORAGE CONTAINER

1 0

9760587668
1/6/2026

1005.043.4399.000000.56100.000000
Supplies - Town Building Oper.

PO/InvoiceTotal: \$100.00

Vendor Total: \$100.00

Check #: 0

PO/InvoiceTotal: \$38.16

Check Group:

WATER HEATER FOR ROOM A RESTROOM

1 260913

9752640277
12/23/2025

1005.043.4399.000000.56100.000000
Supplies - Town Building Oper.

PO/InvoiceTotal: \$38.16

\$209.43

Check #: 0

PO/InvoiceTotal: \$209.43

Check Group:

BEARING ASSEMBLY FOR NRMC

1 260953

9752922857
12/24/2025

1005.043.4399.000000.56100.000000
Supplies - Town Building Oper.

PO/InvoiceTotal: \$209.43

\$531.89

Check #: 0

PO/InvoiceTotal: \$531.89

HALLORAN & SAGE LLP

Check Group:

Legal Services - GENERAL COUNSEL RE: SEWER
AVOIDANCE ISSUE

1 0

11484959
12/24/2025

1005.041.4107.000000.53020.000000
Legal Services - Admin.

PO/InvoiceTotal: \$531.89

Vendor Total: \$779.48

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1221

01/15/2026

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Highland Park Market					
Check Group:					
CREAM					
1	0		02-1606082 12/8/2025	1005.044.4427.000000.56010.00000 Supplies - Sen. Serv.	\$3.49
Check #: 0					
PO/Invoice Total:					\$40.00
Vendor Total:					\$40.00
Home Depot Credit Services.					
Check Group:					
PLUMBING SUPPLIES					
1	260873		6010897 12/11/2025	1005.043.4399.000000.56100.00000 Supplies - Town Building Oper.	\$526.86
Check #: 0					
PO/Invoice Total:					\$3.49
Vendor Total:					\$3.49
JON PETERSON					
Check Group:					
BASKETBALL REFEREE 12/13/25 - 12:45PM, 1:45PM, 2:45PM, 3:45PM & 4:45PM					
1	260956		REFEREE 12/13/25 12/24/2025	2970.045.4503.300103.53400.00000 Youth Basketball - Other Professional Serv.	\$225.00
Check #: 0					
PO/Invoice Total:					\$526.86
Vendor Total:					\$526.86
JOSEPH CAMPOSEO					
Check Group:					
BASKETBALL REFEREE 12/12/25 - 6PM & 7:30PM					
1	260954		REFEREE 12/12/25 12/24/2025	2970.045.4503.300103.53400.00000 Youth Basketball - Other Professional Serv.	\$110.00
Check #: 0					
PO/Invoice Total:					\$225.00
Vendor Total:					\$225.00

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1221

01/15/2026

Vendor #	QTY	PO No.	Invoice Date	Account	Amount
BASKETBALL REFEREE 12/13/25 - 10:45AM & 11:45AM					
	1	260954	REFEREE 12/13/25	2970.045.4503.300103.53400.00000	\$90.00
			12/24/2025	Youth Basketball - Other Professional Serv.	
			Check #: 0		
			PO/InvoiceTotal:		\$200.00
			Vendor Total:		\$200.00
KATHLEEN STEARNS					
Check Group:					
VIN #5NPET46C39H503933, BILL #2024-03-0054767	1	0	VEHICLE TAX REFUND 12/22/2025	1005.000.0000.0000000.20780.00000	\$13.69
			Tax Refund Exchange Account		
			Check #: 0		
			PO/InvoiceTotal:		\$13.69
			Vendor Total:		\$13.69
Laframboise Water Service Inc					
Check Group:					
CERTIFIED NOTCH RD WELL OPERATOR CONTRACT 1/1-1/31/26	1	260969	68688	1005.043.4399.0000000.54300.00000	\$497.26
			12/18/2025	Repair & Maint. Services - Town Build. Oper.	
			Check #: 0		
			PO/InvoiceTotal:		\$497.26
			Vendor Total:		\$497.26
MANCHESTER GLASS CO., INC.					
Check Group:					
GLASS FOR FIREPLACE AT HERRICK PARK	1	0	1044408	1005.043.4399.0000000.56100.00000	\$90.00
			12/30/2025	Supplies - Town Building Oper.	
			Check #: 0		
			PO/InvoiceTotal:		\$90.00
			Vendor Total:		\$90.00
MARK GILDEA					
Check Group:					

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1221

01/15/2026

Vendor #	QTY	PO No.	Invoice Date	Account	Amount
BASKETBALL REFEREE 12/13/25 - 10:45AM, 11:45AM, 12:45PM, 1:45PM & 2:45PM	1	260957	REFEREE 12/13/25 12/24/2025	2970.045.4503.300103.53400.00000 Youth Basketball - Other Professional Serv.	\$225.00
Check #: 0					
PO/Invoice Total:					\$225.00
Vendor Total:					\$225.00
MARY JOHNSTON					
Check Group:					
CLERK: FINANCE COMMITTEE MEETING 12/18/25	1	0	12/18/25 CLERK 12/29/2025	1005.041.4115.000000.53100.00000 Official/Admin Services - BOF	\$125.00
Check #: 0					
PO/Invoice Total:					\$125.00
Vendor Total:					\$125.00
MORTON SALT, INC					
Check Group:					
ROCK SALT	1	260947	5403938031 12/29/2025	1005.043.4303.000000.56910.00000 Sand & Salt - H.W.	\$4,156.55
ROCK SALT	1	260947	5403942350 12/30/2025	1005.043.4303.000000.56910.00000 Sand & Salt - H.W.	\$1,993.61
ROCK SALT	1	260947	5403942351 12/30/2025	1005.043.4303.000000.56910.00000 Sand & Salt - H.W.	\$8,901.76
ROCK SALT	1	260947	5403954235 1/5/2026	1005.043.4303.000000.56910.00000 Sand & Salt - H.W.	\$4,253.31
Check #: 0					
PO/Invoice Total:					\$19,305.23
Vendor Total:					\$19,305.23
NAPA AUTO PARTS					
Check Group:					
LIGHT BULBS FOR TRACTOR	1	0	422916 12/1/2025	1005.043.4399.000000.56100.00000 Supplies - Town Building Oper.	\$6.56

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1221

01/15/2026

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
2 SWAY BAR LINK REPAIR KITS FOR 2010 FORD EXPLORER	1	0	424180	1005.043.4303.000000.56100.000000	\$45.22
CREDIT: RETURN OF 1 SWAY BAR LINK REPAIR KIT PURCHASED 12/15/25 INV #424180	1	0	425840	1005.043.4303.000000.56100.000000	(\$22.61)
			1/5/2026	Repair & Maintenance Supplies - H.W.	
			Check #: 0		
			PO/Invoice Total:		\$29.17
			Vendor Total:		\$29.17
NORTH CENTRAL CONSERVATION DISTRICT					
Check Group:					
MONTHLY WETLANDS AGENT SERVICES: JAN 2026	1	260043	2710	1005.041.4151.000000.53300.000000	\$1,360.00
			1/1/2026	Professional/ Tech Serv - Build. & Land Use	
			Check #: 0		
			PO/Invoice Total:		\$1,360.00
			Vendor Total:		\$1,360.00
NORTHEAST AQUATIC RESEARCH					
Check Group:					
12/10/25 CONSULTING: AIS GRANT PREP FOR 10 HRS (SPLIT BETWEEN BOLTON & VERNON)	1	0	25-208	1005.041.4107.000000.53300.000000	\$850.00
			12/22/2025	Professional/Tech Services - Admin.	
			Check #: 0		
			PO/Invoice Total:		\$850.00
			Vendor Total:		\$850.00
Novus Insight, Inc					
Check Group:					
TECH SERVICES MONTHLY BILLING: JAN 2026	1	0	25398	1005.041.4107.000000.53520.000000	\$5,543.70
			1/1/2026	Other Tech. Services - Admin.	
			Check #: 0		
			PO/Invoice Total:		\$5,543.70
			Vendor Total:		\$5,543.70

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1221

01/15/2026

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ORIGIN					
Check Group:					
T40835					
TOWN HALL TERMITE CONTROL FEB-APRIL 2026	1	0	1908253-0226 1/1/2026	1005.043.4399.000000.54300.000000 Repair & Maint. Services - Town Build. Oper.	\$113.42
Check #: 0					
PO/InvoiceTotal:					\$113.42
Vendor Total:					\$113.42
PATRICE L CARSON					
Check Group:					
TOWN PLANNER CONTRACTED SERVICES 12/22/25-1/4/26	1	260137	PERIOD 12/22-1/4/26 1/4/2026	1005.041.4151.000000.53300.000000 Professional/ Tech Serv - Build. & Land Use	\$3,450.00
Check #: 0					
PO/InvoiceTotal:					\$3,450.00
Vendor Total:					\$3,450.00
PETE'S TIRE BARN, INC.					
Check Group:					
B35118					
NEW TIRES FOR SKID STEER INCLUDING MOUNTING, BALANCING, INSTALLATION AND REMOVAL & DISPOSAL OF OLD TIRES	1	260802	200380	1005.043.4303.000000.54300.000000 Repairs & Maintenance Services - H.W.	\$2,041.52
Check #: 0					
PO/InvoiceTotal:					\$2,041.52
Vendor Total:					\$2,041.52
QUALITY DATA SERVICE INC.					
Check Group:					
T1137					
SUPPLEMENTAL BILL PRINTING	1	0	2025-INV428 12/30/2025	1005.041.4135.000000.55500.000000 Printing & Binding -Tax Coll.	\$67.06
Check #: 0					
PO/InvoiceTotal:					\$67.06
Vendor Total:					\$67.06

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1221

01/15/2026

Vendor #	QTY	PO No.	Invoice Date	Account	Amount
SARAH & JAMES GODEK					
T29666					
Check Group:					
VIN #KNMAT2MV4HP514529, BILL #2024-03-0051926	1	0	VEHICLE TAX REFUND 12/12/2025	1005.000.0000.000000.20780.000000 Tax Refund Exchange Account	\$312.99
			Check #: 0		
			PO/Invoice Total:		\$312.99
			Vendor Total:		\$312.99
SEAN RAYMOND					
Check Group:					
BASKETBALL REFEREE 12/13/25 - 3:45PM & 4:45PM	1	0	REFEREE 12/13/25 12/24/2025	2970.045.4503.300103.53400.000000 Youth Basketball - Other Professional Serv.	\$90.00
			Check #: 0		
			PO/Invoice Total:		\$90.00
			Vendor Total:		\$90.00
SHAMROCK TREE SERVICE					
Check Group:					
REMOVAL OF 3 TREES ON VERNON RD: CRANE, CRANE OPERATOR, CLIMBER, LABORERS, CHIPPER & WOOD REMOVAL	1	260945	1/6/25 VERNON RD 1/6/2026	1005.043.4303.000000.54304.000000 Tree Trimming - H.W.	\$7,500.00
			Check #: 0		
			PO/Invoice Total:		\$7,500.00
			Vendor Total:		\$7,500.00
ST OF CT - DAS OFFICE OF ED & DATA MGMT					
Check Group:					
LANDUSE STATE EDUCATION FEES 10/1-12/31/25	1	0	ED FEES 10/1-12/31/2 1/5/2026	1005.000.0000.000000.20794.000000 Landuse Activity Account	\$728.08
			Check #: 0		
			PO/Invoice Total:		\$728.08

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1221

01/15/2026

Vendor # QTY PO No. Invoice Date Invoice Amount

STATE OF CT - DEPT OF PUBLIC HEALTH

Check Group:

MARRIAGE SURCHARGE OCT-DEC 2025

1 0

OCT-DEC 2025

1005.000.0000.000000.20791.00000

Town Clerk Exchange Account

Check #: 0

Vendor Total: \$728.08

STV INCORPORATED

Check Group:

Town Wide Facility Study: 10/25-11/28/25

1 0

723

2960.049.4901.000000.25747.00000

Other Liabilities - Town Wide Facility Study

Check #: 0

PO/InvoiceTotal: \$4,139.00

THE CHILDREN'S MUSEUM

Check Group:

45-MIN CRIME LAB PROGRAM 1/31/26

1 260916

RESERVATION
#234

1005.045.4501.000000.53400.00000

Other Professional Services - Librar.

Check #: 0

PO/InvoiceTotal: \$4,139.00

Vendor Total: \$4,139.00

TOWN OF MANSFIELD

Check Group:

QUARTERLY HEALTH DISTRICT ASSESSMENT
1/1-3/31/26

1 0

2025-18-0000301

1005.044.4401.000000.55010.00000

Other Contracts - Pub. Hlth

Check #: 0

PO/InvoiceTotal: \$327.40

Vendor Total: \$327.40

PO/InvoiceTotal: \$7,432.28

Vendor Total: \$7,432.28

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1221

01/15/2026

Vendor #	QTY	PO No.	Invoice Date	Account	Amount
TOWN OF WINDHAM FINANCE DEPT.					
Check Group:					
TOWN'S SHARE OF MID-NEROC EXPENSES 10/1-12/31/25	1	0	MIDNEROC OCT-DEC25 1/5/2026	1005.084.8405.000000.55010.00000 Shared Services - Ref. Serv.	\$498.33
				Check #: 0	
				PO/Invoice Total:	\$498.33
				Vendor Total:	\$498.33
TREASURER - STATE OF CONN					
Check Group:					
COMMUNITY INVESTMENT	1	0	DEC 2025	1005.000.0000.000000.20792.00000 Housing/Open Space/Rec Fee Exchange Account	\$1,890.00
NOMINEE AS GRANTOR/GRANTEE	1	0	DEC 2025	1005.000.0000.000000.20792.00000 Housing/Open Space/Rec Fee Exchange Account	\$1,320.00
NOMINEE AS GRANTOR (ASSIGNOR OR RELEASOR)	1	0	DEC 2025	1005.000.0000.000000.20792.00000 Housing/Open Space/Rec Fee Exchange Account	\$889.00
				Check #: 0	
				PO/Invoice Total:	\$4,099.00
				Vendor Total:	\$4,099.00
TREASURER, STATE OF CONNECTICUT.					
Check Group:					
MONTHLY HISTORIC DOC PRESERVATION - DEC 2025	1	0	DEC 2025	1005.000.0000.000000.20790.00000 Hist Doc Preservation Exchange Account	\$336.00
				Check #: 0	
				PO/Invoice Total:	\$336.00
				Vendor Total:	\$336.00
TWAC					
Check Group:					
2026 TREE WARDEN DUES: J BUTRYMOVICH	1	0	2026 MEMBER DUES 12/23/2025	1005.043.4399.000000.58100.00000 Dues & Fees - Town Building Oper.	\$90.00

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1221

01/15/2026

Vendor #	QTY	PO No.	Invoice Date	Account	Amount
Check #: 0					
TYCHE PLANNING & POLICY GROUP, LLC					
Check Group:					
MONTHLY ZEO SERVICES: DEC 2025					
1	260049	012_2025_12	1005.041.4151.000000.53300.00000	Professional/ Tech Serv - Build. & Land Use	\$2,100.00
Check #: 0					
Tyler Technologies Inc					
Check Group:					
12/24/25 SCHOOL ERP PRO TRAINING					
1	0	025-539853	1005.041.4107.000000.53200.00000	Prof. Educational Training - Admin.	\$60.00
Check #: 0					
US ELECTRICAL SERVICES INC.					
Check Group:					
BULBS FOR SENIOR CTR					
1	0	S129380781.001	1005.043.4399.000000.56100.00000	Supplies - Town Building Oper.	\$101.52
CONTACTOR FOR FURNACE AT LIBRARY					
1	0	S129467370.001	1005.043.4399.000000.56100.00000	Supplies - Town Building Oper.	\$162.03
Check #: 0					
USA Mechanical & Energy Services, LLC					
Check Group:					
PO/InvoiceTotal: \$263.55					
Vendor Total: \$263.55					

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1221

01/15/2026

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BCS ENERGY MANAGEMENT SYSTEM UPGRADES 12/1-12/31/25	1	260533	242274 12/31/2025	2960.049.4901.000000.25753.00000 Other Liabilities - Phase II Energy Mgmt System	\$33,336.65
Check #: 0					
PO/InvoiceTotal:					\$33,336.65
Check Group:					
REPLACEMENT OF FAILED CONTROL VALVES - NOT PART OF PHASE II QUOTE	1	260715	242457 1/5/2026	2960.049.4901.000000.25753.00000 Other Liabilities - Phase II Energy Mgmt System	\$13,688.00
Check #: 0					
PO/InvoiceTotal:					\$13,688.00
Vendor Total:					\$47,024.65
USI INS. SERVICES LLC					
Check Group:					
COMMERCIAL LINES FEE 1/1/26-1/1/27: 1st INSTALLMENT	1	0	5803665 12/23/2025	1005.041.4157.000000.55200.00000 Property & Liability Insurance	\$2,500.00
Check #: 0					
PO/InvoiceTotal:					\$2,500.00
Vendor Total:					\$2,500.00
VALSOFT.					
Check Group:					
MICROFILM CREATION	1	0	INV-529030 12/31/2025	1005.041.4147.000000.53520.00000 Other Contracts - Town Clerk	\$21.87
E-VERIFY 12/1-12/23/25	1	0	INV-529131 12/31/2025	1005.041.4147.000000.53520.00000 Other Contracts - Town Clerk	\$26.00
Check #: 0					
PO/InvoiceTotal:					\$47.87
Check Group:					
MONTHLY HOSTED SOLUTION: JAN 2026	1	260132	INV-537253 1/6/2026	1005.041.4147.000000.53520.00000 Other Contracts - Town Clerk	\$682.00

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1221

01/15/2026

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0					
PO/Invoice Total: \$682.00					
Vendor Total: \$729.87					
Verizon Wireless					
Check Group:					
TOWN TELEPHONE - HWY DEPT #7775	1	0	6131380025 12/19/2025	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$38.14
TOWN TELEPHONE - TOWN ADMIN #9129	1	0	6131380025 12/19/2025	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$38.14
TOWN TELEPHONE - J RUPERT #3386	1	0	6131380025 12/19/2025	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$50.58
TOWN TELEPHONE - TOWN HALL #4985	1	0	6131380025 12/19/2025	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$38.14
Check #: 0					
PO/Invoice Total: \$165.00					
Vendor Total: \$165.00					
VESTIS					
Check Group:					
UNIFORMS	1	260814	27704688 12/18/2025	1005.043.4399.000000.56930.00000 Uniforms - Town Building Oper.	\$381.85
UNIFORMS	1	260814	27716080 12/23/2025	1005.043.4399.000000.56930.00000 Uniforms - Town Building Oper.	\$215.96
Check #: 0					
PO/Invoice Total: \$597.81					
Vendor Total: \$597.81					
Village Spring Distributor Lic					
Check Group:					
WATER	1	0	177766 - TOWN HALL 1/5/2026	1005.043.4399.000000.56100.00000 Supplies - Town Building Oper.	\$45.70

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1221

01/15/2026

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
WATER	1	0	177771 - FINANCE CTR 1/5/2026	1005.043.4399.000000.56100.00000 Supplies - Town Building Oper.	\$10.95
	1	0	177772 - SENIOR CTR 1/5/2026	1005.044.4427.000000.56010.00000 Supplies - Sen. Serv.	\$24.85
Check #: 0					
PO/Invoice Total:					\$81.50
Vendor Total:					\$81.50
WHITE WAY LAUNDRY, INC. Check Group:	1	0	10588 12/9/2025	1005.043.4303.000000.56930.00000 Uniforms & Supplies - H.W.	\$79.93
	1	0	22791 12/16/2025	1005.043.4303.000000.56930.00000 Uniforms & Supplies - H.W.	\$69.93
	1	0	36367 12/23/2025	1005.043.4303.000000.56930.00000 Uniforms & Supplies - H.W.	\$69.93
	1	0	36367 12/23/2025	1005.043.4399.000000.56100.00000 Supplies - Town Building Oper.	\$16.18
	1	0	47349 12/30/2025	1005.043.4303.000000.56930.00000 Uniforms & Supplies - H.W.	\$69.93
	1	0	988019 12/2/2025	1005.043.4303.000000.56930.00000 Uniforms & Supplies - H.W.	\$69.93
	Check #: 0				
	PO/Invoice Total:				
	Vendor Total:				
WINDHAM MATERIALS, LLC Check Group:	1	260949	233270 12/20/2025	1005.043.4303.000000.56910.00000 Sand & Salt - H.W.	\$3,510.91
	Check #: 0				

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Batch Number: 1221

01/15/2026

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
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PO/Invoice Total:	\$3,510.91
Vendor Total:	\$3,510.91
Grand Total:	\$185,165.45

End of Report

**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
FIRST SELECTMAN:	Rodney Fournier	X		
SELECTMEN:	Bryce Aaronson	X		
	Mather Clarke	X		
	David Cowles		X	
	Robert DePietro		X	
	Gwen Marrion	X		
	Tim Sadler	X		

STAFF:	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 logistically 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**

Yea	Fournier, Aaronson, Clarke, Cowles, DePietro, Marrion, Sadler
Nay	0
Abstain	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**

Yea	Fournier, Aaronson, Clarke, Cowles, DePietro, Marrion, Sadler
Nay	0
Abstain	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**

Yea	Fournier, Clarke, Cowles, DePietro, Marrion, Sadler
Nay	Aaronson
Abstain	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**

Yea	Fournier, Aaronson, Clarke, Cowles, DePietro, Marrion, Sadler
Nay	0
Abstain	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**

Yea	Fournier, Aaronson, Cowles, DePietro, Marrion, Sadler
Nay	0
Abstain	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

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**TOWN OF BOLTON
BOARD OF SELECTMEN MEETING
Tuesday, January 06, 2026, at 6:30 p.m.
Town Hall & Zoom Meeting
MEETING MINUTES**

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

STAFF:	James Rupert, Town Administrator
	Andrea Vassallo, Recording Secretary

Members of the Public:

1.0 Call to Order:

First Selectman Rodney Fournier called the meeting to order at 6:30 p.m.

2.0 Pledge of Allegiance:

R. Fournier led the Pledge of Allegiance.

3.0 Public Comment: None.

4.0 Appointments:

- a. Carole Franco – Veterans Commission – Alternate
- b. Anna Spencer – Veterans Commission – Alternate

Selectman T. Sadler **MOVED to APPROVE** the appointment of both Carole Franco and Anna Spencer as Alternates to the Veterans Commission.

Selectman M. Clarke **SECONDED; MOTION CARRIED; 7:0:0**

Yea	Fournier, Aaronson, Clarke, Cowles, DePietro, Marrion, Sadler
Nay	0
Abstain	0

5.0 Correspondence:

- a. Kacie Cannon (Clerk) – Resignation
Acknowledged and accepted by First Selectman R. Fournier.
- b. Town of Vernon – Henry McSwain – New Assistant Animal Control Officer
Acknowledged and accepted by First Selectman R. Fournier.

R. Fournier stated the Town of Bolton shares Animal Control Services with the Town of Vernon. B. Aaronson asked what the shared cost amount is. J. Rupert, Town Administrator, stated that it's lump sum annual cost of approximately \$6K to the Town of Vernon. Liability insurance costs are paid by the Town of Bolton.

6.0 New Business:

- a. Consider and Possibly Act on the Grant Application for the Playground

Accessible Playground Grant

The town is applying for a \$500,000 state grant for an accessible playground at Bolton Center School. Although the funds have been granted, the town must complete a formal application process. The town, not the PTA, must be the applicant due to state requirements and town property involvement. A meeting with the PTA and superintendent is scheduled to coordinate the application.

This is separate from the T-Mobile grant. The PTA will apply for the T-Mobile grant independently, as they have their own 501(c)(3) status.

Selectman T. Sadler **MOVED** to authorize First Selectman Rodney Fournier as signatory on the grant application on behalf of the Board of Selectmen.

Selectman D. Cowles **SECONDED; MOTION CARRIED; 7:0:0**

Yea	Fournier, Aaronson, Clarke, Cowles, DePietro, Marrion, Sadler
Nay	0
Abstain	0

7.0 Consider and Possibly Act on AFSCME 1303-126 Highway Contract Renewal:

The Board discussed the AFSCME 1303-126 highway contract renewal, which includes negotiated changes and is retroactive to July 1, 2025, with an end date of June 30, 2028.

Key changes discussed:

- The contract includes adjustments to health insurance contributions and vacation policies, such as only one person on vacation per class at a time.
- The anticipated cost increase negotiated is a 3% anticipated annual increase.
- Employee health insurance contributions increased by 0.5%.

- The existing contract is currently available online and the full executed contract will be available online after signing.

Selectman T. Sadler **MOVED to APPROVE** the AFSCME 13-0126 Highway Renewal Contract as negotiated by James Rupert, Bolton Town Administrator, with a retroactive start date of July 1, 2025, and to end June 30, 2028.

Selectwoman G. Marrion **SECONDED; MOTION CARRIED; 7:0:0**

Yea	Fournier, Aaronson, Clarke, Cowles, DePietro, Marrion, Sadler
Nay	0
Abstain	0

8.0 Consider and Act on Approval of Heritage Farm Lease February 1, 2026 – December 31, 2027:

J. Rupert stated that two bid proposals were received to lease and hay the farm field at Heritage Farm for a duration of two years from February 1, 2026-December 31, 2027. The new contract does not include Herrick Park.

- Bid #1 for approximately \$6,127/year (recommended by J. Rupert for approval).
- Bid #2 for approximately \$3K/year.

Bid #1 was the only bid available for review in the BOS meeting packet. Concerns were raised by G. Marrion about the lack of presentation of both bids for comparison. The Board discussed the need for transparency and seeing all bids before making decisions. J. Rupert stated that it was an administrative oversight and he had not reviewed the meeting packet prior to the meeting for that night.

The current farm lease amount is \$3K. The BOS inquired:

- Previous farmers expressed concerns about the field at Heritage Farm being nutrient deficient. Was the soil ever amended for additional nutrients? Were there any further discussions? Lessees needing to amend the soil prior to seeding would make the operation more costly and less a return on investment. J. Rupert stated there was no further discussion about amending the soil.

The Board ultimately accepted the higher bid, citing the quality of management in previous leases.

Selectman B. Aaronson **MOVED to APPROVE** a two (2) year farmland lease to Kyle Paggioli from February 1, 2026-December 31, 2027, in the amount of \$6,127/year.

Selectman M. Clarke **SECONDED; MOTION CARRIED; 7:0:0**

Yea	Fournier, Aaronson, Clarke, Cowles, DePietro, Marrion, Sadler
Nay	0
Abstain	0

9.0 Consider and Act on Acknowledging Don Fish Tax Abatement for Dairy Farms:

The BOS opines on the existing Town Ordinance regarding who has the authority to approve the tax abatement. There was discussion about the assessor's role in determining the qualifying components for the abatement, with some confusion about the necessity of BOS approval. Selectman D. Cowles read the Town Ordinance into the record.

- The Board acknowledged the 50% property tax abatement for the dairy farm, as permitted by ordinance.
- The ordinance allows up to 50% abatement, not exceeding \$100,000 for equipment/buildings.
- The assessor determines qualifying components and applies the abatement.
- Discussion noted the BOS approval may not be strictly required, but it provides backup for the assessor.

Selectman T. Sadler **MOVED to APPROVE** the tax abatement of a dairy farm for Don Fish.

Selectwoman G. Marrion **SECONDED; MOTION CARRIED; 7:0:0**

Yea	Fournier, Aaronson, Clarke, Cowles, DePietro, Marrion, Sadler
Nay	0
Abstain	0

10.0 Consider and Act on Approving Bolton Land Trust Holding the 2nd Polar Plunge at INP on Sunday, March 15, 2026:

- Tabled until the next BOS meeting scheduled for January 13, 2026.

The BOS considered approving the Bolton Land Trust's (BLT) second Polar Plunge event at Indian Notch Park but decided to table the discussion due to needing an updated signature from a current director.

11.0 Finance Reports:

D. Cowles stated the finance report indicated that Probate costs are at 90% of the annual budget. J. Rupert stated this department is expected to remain within its budgetary limits and further stated if there was an area of concern within the finance report the line item would be highlighted and mentioned to the BOS.

B. Aaronson commented the line item for Animal Control is \$10K, which exceeds the previously discussed amount of \$6K paid to the Town of Vernon for shared animal control services. J. Rupert stated that there are other incidents that occur such as but not limited to occasional veterinary and animal disposal costs.

The Board discussed the need for transparency in budget management and the importance of monitoring expenditure closely, however no significant budget concerns identified.

12.0 Approval of Minutes – December 30, 2025 – A/P Meeting

- Tabled until the next BOS meeting scheduled for January 13, 2026.

13.0 Town Administrator's Report

Emergency Notification System

- A discussion arose regarding the town's emergency notification system and its usage during emergencies such as power outages.
- J. Rupert acknowledged the need for a balance in notifications to avoid overwhelming residents while ensuring critical information is communicated effectively. He further stated the system is not an emergency notification system, it is a notification system.
- Residents have the option to opt in/opt out to receive notifications.
- Consideration given to developing a standard operating procedure (SOP) for non-emergency notifications.

Consulting Firm Costs and Deliverables

- J. Rupert was asked about the overrun cost from Tighe & Bond (T&B). J. Rupert reached out to T&B and didn't hear anything additional from his point of contact.
- J. Rupert stated the STV Study is well underway, the contract has been executed, and will provide the BOS with details at the next meeting.

Groundhog Day Road Race

The BOS inquired why the BLT's Polar Plunge came before the BOS for approval and the Groundhog Day Road Race organizers were not required. J. Rupert highlighted the differences in the approval process for events based on their resource requirements and potential risks. Both events require organizers to secure their own insurance.

14.0 Executive Session: Contract for Director of Community Development and Advertising for Finance Director

Selectwoman G. Marrion **MOVED** to include Town Administrator J. Rupert in the Executive Session and **START** at the Session at **7:05 PM**.

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

Yea	Fournier, Aaronson, Clarke, Cowles, DePietro, Marrion, Sadler
Nay	0
Abstain	0

END Executive Session at **7:48 PM**.

Selectman D. Cowles **MOVED** to ADD the A/P Item to the Agenda.

Selectman M. Clarke **SECONDED; MOTION CARRIED; 7:0:0**

Yea	Fournier, Aaronson, Clarke, Cowles, DePietro, Marrion, Sadler
Nay	0
Abstain	0

Selectman D. Cowles **MOVED** to APPROVE the A/P \$613.26.

Selectman M. Clarke **SECONDED; MOTION CARRIED; 7:0:0**

Yea	Fournier, Aaronson, Clarke, Cowles, DePietro, Marrion, Sadler
Nay	0
Abstain	0

15.0 Adjourn:

T. Sadler **MOVED to ADJOURN** the meeting at **7:58 PM**. Selectman B. Aaronson **SECONDED**.
MOTION CARRIED 7:0:0.

Respectfully submitted by Andrea Vassallo

Andrea Vassallo

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