

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

Additional Setup Required:

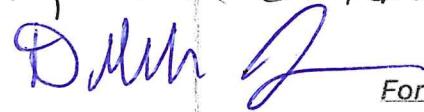
Rules and Regulations

- 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:



For Office Use Only

Date:

12/1/25

1/6/26

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 CONFERNS 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): E-MAIL ADDRESS: ahill@alliant.com	FAX (A/C, No):
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Federal Insurance Company		20281
INSURED Bolton Land Trust Inc. 59 Maple Valley Road Bolton, CT 06043	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
							LIMITS	
A	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	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						\$	
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <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) \$	
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE \$ AGGREGATE \$ \$	
	DED <input type="checkbox"/> RETENTION \$							
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE \$ OTH- ER 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 Voucher Batch Number: 1221 01/15/2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
A-Tech Commercial Parts and Service, LLC Check Group:						
PREVENTATIVE MAINTENANCE ON GAS STOVE AT FIRE DEPT	1	260741	60687	12/23/2025	1005.043.4399.000000.54300.00000 Repair & Maint. Services - Town Build. Oper.	\$910.37
					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	1	260950	W5029	12/9/2025	1005.043.4399.000000.54300.00000 Repair & Maint. Services - Town Build. Oper.	\$374.00
					Check #: 0	
					PO/Invoice Total:	\$374.00
					Vendor Total:	\$374.00
ADKINS PRINTING AND STATIONERS Check Group:						
11/4/25 MUNICIPAL ELECTION BALLOTS	1	260912	13322	9/29/2025	1005.041.4197.000000.56120.00000 Office Oper. Supplies - Elect.	\$1,338.50
					Check #: 0	
					PO/Invoice Total:	\$1,338.50
					Vendor Total:	\$1,338.50
ADVANCED BENEFIT STRATEGIES Check Group:						
PARTICIPATION - DEC 2025	1	0	2601695	1/2/2026	1005.041.4141.000000.52010.00000 Insurance Admin. Fees - Emp. Bene.	\$71.42
					Check #: 0	
					PO/Invoice Total:	\$71.42
					Vendor Total:	\$71.42
ALL AMERICAN WASTE, LLC Printed: 01/09/2026 9:40:32 AM CST Report: rptAPVoucherDetail						2025.3.13
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Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026
Vendor Remit Name
Description

Voucher Detail Listing						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	1005.084.8405.000000.54101.00000 Refuse Removal. - Ref. Serv.		\$34,661.19		
					Check #: 0		PO/Invoice Total:	\$34,661.19
APEX REFRIGERATION COOLING							Vendor Total:	\$34,661.19
Check Group:								
REPAIR HEAT AT SENIOR CENTER		1 260951	2189 12/23/2025	1005.043.4399.000000.54300.00000 Repair & Maint. Services - Town Build. Oper.		\$414.77		
					Check #: 0		PO/Invoice Total:	\$414.77
Check Group:								
REPAIR HEAT AT LIBRARY		1 260952	2188 12/22/2025	1005.043.4399.000000.54300.00000 Repair & Maint. Services - Town Build. Oper.		\$414.77		
					Check #: 0		PO/Invoice Total:	\$414.77
BDS							Vendor Total:	\$329.54
Check Group:								
COPIER REPLACEMENT AT LIBRARY AS PER QUOTE		1 260396	392786 12/17/2025	1005.043.4399.000000.57300.00000 Equipment - Town Building Oper.		\$5,728.00		
					Check #: 0		PO/Invoice Total:	\$5,728.00
BRODART CO.							Vendor Total:	\$5,728.00
Check Group:								
14 BOOKS		1 260313	B7126737 12/19/2025	1005.045.4501.000000.56400.00000 Library Materials - Libr.		\$236.79		
					Check #: 0			
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Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Town of Bolton						Voucher Batch Number:	1221	01/15/2026
Fiscal Year:	2025-2026	QTY	PO No.	Invoice Invoice Date	Account	Amount		
BROWN & BROWN INSURANCE SERVICES INC.								
Check Group:								
MONTHLY CONSULTING CONTRACT - JAN 2026		1 0	22930332	12/2/2025	1005.041.4141.000000.52010.00000 Insurance Admin. Fees - Emp. Bene.	\$770.00		
					Check #: 0		PO/Invoice Total:	\$236.79
							Vendor Total:	\$236.79
C.A.A.O.								
Check Group:								
ANNUAL DUES: K FISHMAN		1 0	4607	12/31/2025	1005.041.4131.000000.58100.00000 Dues & Fees - Assess.	\$90.00		
ANNUAL DUES: A JOHNSON		1 0	4673	12/31/2025	1005.041.4131.000000.58100.00000 Dues & Fees - Assess.	\$90.00		
					Check #: 0		PO/Invoice Total:	\$770.00
							Vendor Total:	\$770.00
CCM.								
Check Group:								
"UNSAFE STRUCTURE" NOTICES FOR BLDG DEPT		1 0	100341	12/28/2025	1005.041.4151.000000.56120.00000 Office Supplies - Build. & Land Use	\$13.59		
					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	12/12/2025	1005.042.4203.000000.56930.00000 Uniforms & Supplies - Fire Comm.	\$1,794.00		
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Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Town of Bolton						Voucher Batch Number: 1221	01/15/2026
Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount		
COMCAST.				Check #: 0			
Check Group:					PO/Invoice Total:	\$1,794.00	
HP INTERNET #5775	1 0	#5775 11/30-12/29/25	1005.043.4399.0000000.55300.00000			\$120.35	
		11/23/2025	Communications - Town Building Oper.				
HP INTERNET #5775	1 0	#5775 12/30-1/29/26	1005.043.4399.0000000.55300.00000			\$120.35	
		12/23/2025	Communications - Town Building Oper.				
Cummins Sales and Service				Check #: 0			
Check Group:					PO/Invoice Total:	\$240.70	
TOWN GARAGE GENERATOR MAINTENANCE	1	260804 11/25/2025	G4-251146519 1005.043.4399.0000000.54300.00000	Repair & Maint. Services - Town Build. Oper.		\$613.26	
DANIEL BUCKSON				Check #: 0			
Check Group:					PO/Invoice Total:	\$613.26	
VIN #2HKRW2H55NH615610, BILL #2024-03-0050622	1 0	VEHICLE TAX REFUND 12/23/2025	1005.000.0000.000000.20780.00000	Tax Refund Exchange Account		\$359.14	
DEPARTMENT OF AGRICULTURE, ANIMAL				Check #: 0			
Check Group:					PO/Invoice Total:	\$359.14	
					Vendor Total:	\$359.14	
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Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
1 QUARTERLY ANIMAL ADOPTION FEE- OCT-DEC 2025	1 0	OCT-DEC25 ADOPTIONS 1/7/2026	2826.042.4215.000000.44505.00000	Animal Control Revenue	\$45.00

Check #:	PO/Invoice Total:	Vendor Total:
0	\$45.00	\$45.00
1 0	LANDUSE10/1-12 /3/25 1/5/2026	1005.000.0000.000000.20794.00000
	Landuse Activity Account	\$638.00
	Check #:	0
	PO/Invoice Total:	\$638.00
	Vendor Total:	\$638.00

Check Group:	PO/Invoice Total:	Vendor Total:
DEPT OF ENERGY & ENVIRONMENTAL PROTECT	\$638.00	\$638.00
LANDUSE QUARTERLY FEES 10/1-12/31/25		
	17480	2822.000.0000.000000.20790.05074
	12/8/2025	Historical Doc. Pres. Grant
	Check #:	0
	PO/Invoice Total:	\$3,000.00
	Vendor Total:	\$3,000.00

Check Group:	PO/Invoice Total:	Vendor Total:
DZEN SHEET METAL CONTRACTORS INC	\$95.00	\$95.00
INVESTIGATION OF LEAKS AT FIRE DEPT		
	S016255-IN	1005.043.4399.000000.54300.00000
	12/31/2025	Repair & Maint. Services - Town Build. Oper.
	Check #:	0
	PO/Invoice Total:	\$95.00
	Vendor Total:	\$95.00

Check Group:	PO/Invoice Total:	Vendor Total:
EAST RIVER ENERGY	\$95.00	\$95.00

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Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
DIESEL - 653 GAL @2.520696 PER GAL	1 0	1117388 TWIN	1005.043.4303.000000.56260.00000	Diesel & Gasoline - H.W.	\$1,646.01
GAS - 1,096.20 GAL @2.302217 PER GAL	1 0	1117389 TWIN	1005.043.4303.000000.56260.00000	Diesel & Gasoline - H.W.	\$2,523.69

Check #: 0
PO/Invoice Total: \$4,169.70
Vendor Total: \$4,169.70

England True Value Hardware

Check Group:

FIRMWARE LICENSE JAN-JUN 2026 PER TABULATOR	8	260920	CD2134825	1005.041.4197.000000.53520.00000	\$400.00
EXTENDED WARRANTY & ANNUAL MAINTENANCE DS 300 PER TABULATOR	8	260920	CD2134825	1005.041.4197.000000.53520.00000	\$860.00

Check #: 0
PO/Invoice Total: \$1,260.00
Vendor Total: \$1,260.00

Eversource.

Check Group:

MISC SUPPLIES FOR VARIOUS TOWN BUILDINGS	1 0	DEC 2025 - PARKS DEP 12/31/2025	1005.043.4399.000000.56100.00000	Supplies - Town Building Oper.	\$284.38
Electricity - FIRE DEPT #2007	1 0	#2007 11/19-12/19/25	1005.043.4399.000000.56220.00000	Electricity - Town Building Oper.	\$1,010.87

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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
Electricity - TWIN HALL/COMMUNITY HALL #2014	1 0	#2014	11/19-12/19/25	1005.043.4399.000000.56220.00000	\$647.00
Electricity - TRAFFIC LIGHTS #2018	1 0	#2018	12/22/2025	Electricity - Town Building Oper.	
Electricity - 98 NOTCH REAR #2020	1 0	#2020	1/2/2026	1005.043.4399.000000.56220.00000	\$43.12
Electricity - LIONS #2031	1 0	#2031	11/19-12/19/25	1005.043.4399.000000.56220.00000	\$644.47
Electricity - INP #2041	1 0	#2041	12/22/2025	Electricity - Town Building Oper.	
Electricity - LIBRARY #2045	1 0	#2045	11/20-12/20/25	1005.043.4399.000000.56220.00000	\$45.00
Electricity - STREET LIGHTS #2048	1 0	#2048	12/22/2025	Electricity - Town Building Oper.	
Electricity - GAZEBO #2055	1 0	#2055	12/25-1/2/26	1005.043.4399.000000.56220.00000	\$1,596.49
Electricity - 98 NOTCH SSS #2075	1 0	#2075	11/20-12/20/25	Electricity - Town Building Oper.	
Electricity - RST #2086	1 0	#2086	12/22/2025	1005.043.4399.000000.56220.00000	\$45.49
Electricity - NRMC #2092	1 0	#2092	11/20-12/20/25	Electricity - Town Building Oper.	
Electricity - BHF #4029	1 0	#4029	12/22/2025	1005.043.4399.000000.56220.00000	\$24.98
Electricity - BALLFIELD #4069	1 0	#4069	11/19-12/19/25	1005.043.4399.000000.56220.00000	\$407.37
			12/22/2025	Electricity - Town Building Oper.	

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Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Electricity - HP #4071

Electricity - BI-OP SHED #6034

Electric Tennis Court into 2000

FREIGHTLINER OF HABTEOBD INC

Check Group:

10 GAI S DIESEL EXHAUST EMISSIONS

CRANKCASE VENTILATION FOR TRUCK #3

FRONTIER.

Check Group:

RST TELEPHONE #0933

NRMC TELEPHONE #1243

S-1 ROTTIER ERICSON "2000"

1/1/2026 Communications - Town Building Oper.

Digitized by srujanika@gmail.com

Voucher Batch Number: 1221

Youcher Batch Number: 1221 01/15/2026

Invoice Invoice Date	Account	Amount
#4071 11/20-12/30/25	1005.043.4399.000000.56220.00000	\$40.00
12/30/2025	Electricity - Town Building Oper.	
#6034 11/20-12/20/25	1005.043.4399.000000.56220.00000	\$45.37
12/22/2025	Electricity - Town Building Oper.	
#9098 11/20-12/20/25	1005.043.4399.000000.56220.00000	\$217.27
12/22/2025	Electricity - Town Building Oper.	

PO/Invoice Total:	<u>\$7,452.68</u>
Vendor Total:	<u>\$7,452.68</u>
1171605 12/29/2025	1005.043.4303.000000 .56100.00000 Repair & Maintenance Supplies - H.W.
1171605 12/29/2025	1005.043.4303.000000 .56100.00000 Repair & Maintenance Supplies - H.W.

PO/Invoice Total:		\$270.23
Vendor Total:		\$270.23
#0933 12/27-1/26/26	1005.043.4399.000000.55300.00000	\$96.58
12/27/2025	Communications - Town Building Oper.	
#1243 12/17-1/16/26	1005.043.4399.000000.55300.00000	\$523.75
12/17/2025	Communications - Town Building Oper.	
#0606 1/1-1/31/26	1005.043.4399.000000.55300.00000	\$83.55
1/1/2026	Communications - Town Building Oper.	

PO/Invoice Total: _____ \$703.88
Date: 2025 3 13

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					\$703.88
Check Group:					
SERVICE CALL FOR POWER ISSUES AT TOWN HALL DUE TO WIND STORM	1 0	12/19/25 TOWN HALL	1005.043.4399.000000.54300.00000	Repair & Maint. Services - Town Build. Oper.	\$100.00
		12/28/2025		Check #: 0	
				PO/Invoice Total:	
				Vendor Total:	
Grainger					\$100.00
Check Group:					
PARTS STORAGE CONTAINER	1 0	9760587668 1/6/2026	1005.043.4399.000000.56100.00000	Supplies - Town Building Oper.	\$38.16
				Check #: 0	
				PO/Invoice Total:	
				Vendor Total:	
Check Group:					\$38.16
WATER HEATER FOR ROOM A RESTROOM	1 260913	9752640277 12/23/2025	1005.043.4399.000000.56100.00000	Supplies - Town Building Oper.	\$209.43
				Check #: 0	
				PO/Invoice Total:	
				Vendor Total:	
Check Group:					\$209.43
BEARING ASSEMBLY FOR NRMC	1 260953	9752922857 12/24/2025	1005.043.4399.000000.56100.00000	Supplies - Town Building Oper.	\$531.89
				Check #: 0	
				PO/Invoice Total:	
				Vendor Total:	
HALLORAN & SAGE LLP					\$531.89
Check Group:					
Legal Services - GENERAL COUNSEL RE: SEWER AVOIDANCE ISSUE	1 0	11484959 12/24/2025	1005.041.4107.000000.53020.00000	Legal Services - Admin.	\$40.00

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Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Voucher Detail Listing							Voucher Batch Number: 1221	01/15/2026
Fiscal Year: 2025-2026	Vendor Remit Name	Vendor #	QTY	PO No.	Invoice Date	Account	Amount	
Highland Park Market						Check #: 0	PO/Invoice Total:	\$40.00
Check Group:						Vendor Total:		\$40.00
CREAM		1 0	02-1606082	1005.044.4427.000000.56010.000000	12/8/2025	Supplies - Sen. Serv.	\$3.49	
Home Depot Credit Services.						Check #: 0	PO/Invoice Total:	\$3.49
Check Group:						Vendor Total:		\$3.49
PLUMBING SUPPLIES		1 260873	6010897	1005.043.4399.000000.56100.000000	12/11/2025	Supplies - Town Building Oper.	\$526.86	
JON PETERSON						Check #: 0	PO/Invoice Total:	\$526.86
Check Group:						Vendor Total:		\$526.86
BASKETBALL REFEREE 12/13/25 - 12:45PM, 1:45PM, 2:45PM, 3:45PM & 4:45PM		1 260956	REFEREE	12/13/25	12/24/2025	Youth Basketball - Other Professional Serv.	\$225.00	
JOSEPH CAMPOSEO						Check #: 0	PO/Invoice Total:	\$225.00
Check Group:						Vendor Total:		\$225.00
BASKETBALL REFEREE 12/12/25 - 6PM & 7:30PM		1 260954	REFEREE	12/12/25	12/24/2025	Youth Basketball - Other Professional Serv.	\$110.00	

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Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BASKETBALL REFEREE 12/13/25 - 10:45AM & 11:45AM	1	260954	REFEREE 12/13/25 12/24/2025	2970.045.4503.300103.53400.00000	\$90.00

Youth Basketball - Other Professional Serv.

Check #:	PO/Invoice Total:	Vendor Total:
0	\$200.00	\$200.00

KATHLEEN STEARNS

Check Group:

VIN #5NPET46C39H503933, BILL #2024-03-0054767

Check #:	PO/Invoice Total:	Vendor Total:
0	\$13.69	\$13.69
VEHICLE TAX REFUND 12/22/2025	1005.000.0000.000000.20780.00000	\$13.69
Tax Refund Exchange Account		

Check #:	PO/Invoice Total:	Vendor Total:
0	\$13.69	\$13.69

Laframboise Water Service Inc

Check Group:

CERTIFIED NOTCH RD WELL OPERATOR CONTRACT

Check #:	PO/Invoice Total:	Vendor Total:
0	\$497.26	\$497.26
12/18/2025	1005.043.4399.000000.54300.00000	\$497.26
Repair & Maint. Services - Town Build. Oper.		

MANCHESTER GLASS CO., INC.

Check Group:

Check #:	PO/Invoice Total:	Vendor Total:
0	\$90.00	\$90.00
1044408 12/30/2025	1005.043.4399.000000.56100.00000	\$90.00
Supplies - Town Building Oper.		

MARK GILDEA
Check Group:

Printed: 01/09/2026 9:40:32 AM CST Report: rptAPVoucherDetail

2025.3.13

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Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Vendor #	QTY	PO No.	Invoice 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	\$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				

MORTON SALT, INC
Check Group:

ROCK SALT

	1	260947	5403938031 12/29/2025	1005.043.4303.0000000.56910.00000 Sand & Salt - H.W.	\$4,156.55
Check #:	0				

ROCK SALT

	1	260947	5403942350 12/30/2025	1005.043.4303.0000000.56910.00000 Sand & Salt - H.W.	\$1,993.61
Check #:	0				

ROCK SALT

	1	260947	5403942351 12/30/2025	1005.043.4303.0000000.56910.00000 Sand & Salt - H.W.	\$8,901.76
Check #:	0				

ROCK SALT

	1	260947	5403954235 1/5/2026	1005.043.4303.0000000.56910.00000 Sand & Salt - H.W.	\$4,253.31
Check #:	0				

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
Check #:	0				

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				2025.3.13	12

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Vendor #	QTY	PO No.	Invoice Date	Account	Amount
2 SWAY BAR LINK REPAIR KITS FOR 2010 FORD EXPLORER	1 0	424180	1005.043.4303.000000.56100.00000		\$45.22
CREDIT: RETURN OF 1 SWAY BAR LINK REPAIR KIT PURCHASED 12/15/25 INV #424180	1 0	425840	1005.043.4303.000000.56100.00000	Repair & Maintenance Supplies - H.W.	(\$22.61)

Check #: 0

Check Group:	PO/Invoice Total:	Vendor Total:
MONTHLY WETLANDS AGENT SERVICES: JAN 2026	1005.041.4151.000000.53300.00000 Professional/ Tech Serv - Build. & Land Use	\$1,360.00
	Check #: 0	
	PO/Invoice Total:	\$29.17
	Vendor Total:	\$29.17

NORTH CENTRAL CONSERVATION DISTRICT

Check Group:

Check Group:	PO/Invoice Total:	Vendor Total:
MONTHLY WETLANDS AGENT SERVICES: JAN 2026	1005.041.4151.000000.53300.00000 Professional/ Tech Serv - Build. & Land Use	\$1,360.00
	Check #: 0	
	PO/Invoice Total:	\$29.17
	Vendor Total:	\$29.17

NORTHEAST AQUATIC RESEARCH

Check Group:

Check Group:	PO/Invoice Total:	Vendor Total:
12/10/25 CONSULTING: AIS GRANT PREP FOR 10 HRS (SPLIT BETWEEN BOLTON & VERNON)	1005.041.4107.000000.53300.00000 Professional/Tech Services - Admin.	\$350.00
	Check #: 0	
	PO/Invoice Total:	\$350.00
	Vendor Total:	\$350.00

Novus Insight, Inc

Check Group:

Check Group:	PO/Invoice Total:	Vendor Total:
TECH SERVICES MONTHLY BILLING: JAN 2026	1005.041.4107.000000.533520.00000 Other Tech. Services - Admin.	\$5,543.70
	Check #: 0	
	PO/Invoice Total:	\$5,543.70
	Vendor Total:	\$5,543.70

Town of Bolton

Voucher Detail Listing

Town of Bolton						
				Voucher Batch Number:	1221	01/15/2026
Fiscal Year:	2025-2026	Vendor Remit Name	Description	Vendor #	PO No.	Invoice Date
TOWN OF WINDHAM FINANCE DEPT.						
Check Group:						
TOWN'S SHARE OF MID-NEROC EXPENSES	1 0	MIDNEROC OCT-DEC25	1/5/2026	1005.084.8405.000000.55010.00000		\$498.33
		Shared Services - Ref. Serv.				
		Check #: 0				
		PO/Invoice Total:				\$498.33
		Vendor Total:				\$498.33
TREASURER - STATE OF CONN						
Check Group:						
COMMUNITY INVESTMENT	1 0	DEC 2025	1/6/2026	1005.0000.000000.20792.00000		\$1,890.00
		Housing/Open Space/Rec Fee Exchange Account				
NOMINEE AS GRANTOR/GRANTEE	1 0	DEC 2025	1/6/2026	1005.0000.000000.20792.00000		\$1,320.00
		Housing/Open Space/Rec Fee Exchange Account				
NOMINEE AS GRANTOR (ASSIGNOR OR RELEASOR)	1 0	DEC 2025	1/6/2026	1005.0000.000000.20792.00000		\$889.00
		Housing/Open Space/Rec Fee Exchange Account				
		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	1/6/2026	1005.0000.000000.20790.00000		\$336.00
		Hist Doc Preservation Exchange Account				
		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		\$90.00
		Dues & Fees - Town Building Oper.				

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

BCS ENERGY MANAGEMENT SYSTEM UPGRADES
12/1-12/31/25

Town of Bolton						Voucher Batch Number: 1221	01/15/2026
	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount	
Check Group: REPLACEMENT OF FAILED CONTROL VALVES - NOT PART OF PHASE II QUOTE		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/Invoice Total:	\$33,336.65	
USI INS. SERVICES LLC		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/Invoice Total:	\$13,688.00	
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/Invoice Total:	\$2,500.00	
VALSOFT.				T1079	Vendor Total:	\$2,500.00	
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/Invoice Total:	\$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

Town of Bolton						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	1005.043.4399.000000.55300.000000 Communications - Town Building Oper.	\$38.14		
TOWN TELEPHONE - TWN ADMIN #9129	1 0	6131380025	12/19/2025	1005.043.4399.000000.55300.000000 Communications - Town Building Oper.	\$38.14		
TOWN TELEPHONE - J RUPERT #3386	1 0	6131380025	12/19/2025	1005.043.4399.000000.55300.000000 Communications - Town Building Oper.	\$50.58		
TOWN TELEPHONE - TWN HALL #4985	1 0	6131380025	12/19/2025	1005.043.4399.000000.55300.000000 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	1005.043.4399.000000.56930.000000 Uniforms - Town Building Oper.	\$381.85		
UNIFORMS	1 260814	27716080	12/23/2025	1005.043.4399.000000.56930.000000 Uniforms - Town Building Oper.	\$215.96		
				Check #: 0		PO/Invoice Total:	\$597.81
						Vendor Total:	\$597.81
Village Spring Distributor Llc							
Check Group:							
WATER	1 0	177766 - TOWN HALL	1/5/2026	1005.043.4399.000000.56100.000000 Supplies - Town Building Oper.	\$45.70		

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description

Vendor #	QTY	PO No.	Invoice Date	Account	Amount
WATER	1 0	177771 - FINANCE CTR 1/5/2026	1005.043.4399.000000.56100.00000		\$10.95
WATER	1 0	177772 - SENIOR CTR 1/5/2026	1005.044.4427.000000.56010.00000	Supplies - Town Building Oper. Supplies - Sen. Serv.	\$24.85

Check Group:
WHITE WAY LAUNDRY, INC.
T7094

Check #:	PO/Invoice Total:	Vendor Total:
	\$81.50	\$81.50
UNIFORMS	10598 12/9/2025	1005.043.4303.000000.56930.00000 Uniforms & Supplies - H.W.
UNIFORMS	22791 12/16/2025	1005.043.4303.000000.56930.00000 Uniforms & Supplies - H.W.
UNIFORMS	36367 12/23/2025	1005.043.4303.000000.56930.00000 Uniforms & Supplies - H.W.
CARPETS	36367 12/23/2025	1005.043.4399.000000.56100.00000 Supplies - Town Building Oper.
UNIFORMS	47349 12/30/2025	1005.043.4303.000000.56930.00000 Uniforms & Supplies - H.W.
UNIFORMS	988019 12/2/2025	1005.043.4303.000000.56930.00000 Uniforms & Supplies - H.W.
	Check #:	0

Check Group:	PO/Invoice Total:	Vendor Total:
WHITE WAY LAUNDRY, INC. T7094	\$375.83	\$375.83
WINDHAM MATERIALS, LLC T40529		
Check Group: WINTER SAND		

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Voucher Detail Listing

Fiscal Year: 2025-2026

Vendor Remit Name
Description**Town of Bolton**

Voucher Batch Number: 1221

01/15/2026

Vendor #	QTY	PO No.	Invoice Date	Account	Amount
				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 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**

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

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

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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

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

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