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TOWN OF BOLTON
BOARD/COMMISSION
INTEREST FORM

Thank you for your interest in serving on a board or commission in our community. Volunteers play a major role in our Town government. The Board of Selectmen or subcommittee will review the information provided and may ask to meet with you to consider appointment.

Name: Carole Franco
Address: 33 Birch Mountain Rd, Bolton
Telephone Number: 860 644 6081 Cell Number: 860 299 5736
Email Address: car7217964@aol.com
Political Affiliation: Democrat
I am interested in serving on the (name of board/commission) Veterans Commission
as a full member ✓ and/or alternate ✓.
Please provide a brief statement as to why you are interested in serving on this board/commission.

Please share any pertinent information on your background, education and experience as it relates to the board/commission position.

Please add any additional information or comments.

Signed: Carole Franco Date: 11/13/25

If you have any questions, please contact the Selectman's Office.

Please complete this form and return to:

Selectman's Office
222 Bolton Center Road
Bolton, CT 06043
hr@boltonct.org
(860) 649-8066 x 6111

4b

TOWN OF BOLTON
BOARD/COMMISSION
INTEREST FORM

Thank you for your interest in serving on a board or commission in our community. Volunteers play a major role in our Town government. The Board of Selectmen or subcommittee will review the information provided and may ask to meet with you to consider appointment.

Name: Anna Spencer

Address: 77 Vernon Rd. BOLTON

Telephone Number: _____ Cell Number: 860-659-7547

Email Address: Spencerad2013@gmail.com

Political Affiliation: Republican

I am interested in serving on the (name of board/commission) Veterans Commission as a full member and/or alternate _____.

Please provide a brief statement as to why you are interested in serving on this board/commission.

My husband and son both served our country in the Marines. I want to honor them and all vets who have served our country

Please share any pertinent information on your background, education and experience as it relates to the board/commission position.

Please add any additional information or comments.

Signed: Anna D. Spencer Date: 12-10-2025

If you have any questions, please contact the Selectman's Office.

Please complete this form and return to:

Selectman's Office
222 Bolton Center Road
Bolton, CT 06043
hr@boltonct.org
(860) 649-8066 x 6111

McCavanagh, Kathy

From: Kacie Cannon <kacie807@yahoo.com>
Sent: Tuesday, December 16, 2025 4:18 PM
To: McCavanagh, Kathy
Subject: Letter of Resignation

EXTERNAL EMAIL - This email was sent by a person from outside your organization.

Dear Kathy,

As we discussed, I have recently graduated from the Court Reporting Academy and am currently pursuing a full-time career in digital court reporting with a local firm in Arizona. Due to anticipated scheduling conflicts, I have made the difficult decision to resign from my position as board clerk.

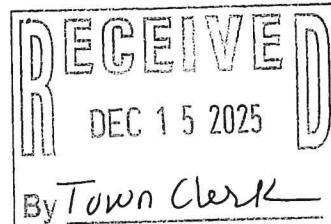
It has been an amazing experience working with you, the staff, and all of the boards and commissions, and I have learned so many wonderful things about the Town of Bolton. Please convey my deep appreciation and gratitude to everyone for their kindness, support, and assistance throughout my time with the town.

If anything changes, and I become available again in the future, I will be sure to reach out. Thank you for providing me with this opportunity and thank you for your understanding and well wishes.

I wish you all the best and hope you have a safe and wonderful holiday season and a very happy and successful New Year.

All the Best,

Kacie Cannon



5b
Town of Vernon Administration
Daniel A. Champagne
Mayor
(860) 870-3600

December 2, 2025

Henry McSwain
13 Cranberry Lane
Granby, CT 06035

RE: Offer of employment

John W. Kleinhans
Town Administrator
(860) 870-3665

Dawn R. Maselek
Assistant Town Administrator
(860) 870-3605

Dear Henry:

I am pleased to offer you the position of per diem Assistant Animal Control Officer for the Town of Vernon. The details of your appointment are as follows:

1. Your employment will commence on Monday, December 8, 2025. You will have orientation at 9:00 a.m. at the Town Hall, 14 Park Place, 3rd Floor, Vernon. Please bring with you two forms of government-issue identification, such as a driver's license and social security card to complete your paperwork.
2. Your hourly rate of pay is \$25.4770 which is Step 1 of the collective bargaining agreement between the Town of Vernon and AFSCME, Council 4 Local 1471. The Town currently pays on a weekly basis.
3. You will serve a six (6) month probationary period.
4. There is no benefit package with this position.

Kindly sign below as an acceptance of this position and bring it with you when you complete your paperwork. Finally, I would like to wish you every success in your new role with the Town of Vernon.

Sincerely,

Daniel A. Champagne
Mayor of the Town of Vernon

I, Henry McSwain, accept the offer of employment as per diem Assistant Animal Control Officer, for the Town of Vernon as outlined in the above offer letter.

Signature

12/08/2025
Date

**Kyle Paggioli
51 Birch Mountain Road
Bolton CT. 06043**

BID PROPOSAL- BOLTON HERITAGE FARMLAND LEASE

December 23, 2025

For the bid proposal of a two-year lease for hay ground located at Bolton Heritage Farm from February 1, 2026 through December 31, 2027:

\$6127 per year

Thank you for your consideration,

Kyle Paggioli 12/23/2025

Kyle Paggioli
860-508-8702



Town Of Bolton

APPLICATION TO THE TOWN COUNCIL REGARDING TAX ABATEMENT FOR DAIRY FARMS

An application for tax abatement for Dairy Farm on any assessment list must be filed with the town Council of the Municipality where the Dairy Farm is situated, between September 1st and October 31st. Failure to file under C.G.S. 12-81m in the proper manner is considered a waiver of the application on such October 1st assessment date. Annual filing is required. The property owner receiving the abatement must notify the Town Council in writing within thirty (30) days of the sale of the property or the cessation of operations as a "Dairy Farm". Penalties pertaining to cessation or sale are pursuant to section 8 & 9 of "Ordinance Regarding Tax Abatements for Dairy Farms".

Name of Applicant: Donald Fish

Address of Applicant: 10 Dimick Lane Bolton CT 06043

Name of Owner(s): Donald Fish

Mailing Address: Same

Location of Dairy Farm: 20 Dimick Lane Bolton CT 06043

MAP: _____ BLOCK: _____ LOT: _____

Is this a new, amended or renewal application? NEW AMENDED RENEWAL

If amended, check one of the following: Change in Ownership
 Change in Acreage
 Change in Use

Total acreage of Land: 211 Acres

Is the total acreage wholly within this town or city? YES NO

If no, which other town(s) is the acreage located?

Portion in actual use for Dairy Farming Operations:

Equipment used in Dairy Farm Operation (Attach list if necessary):

Number and description of outbuildings used in Dairy Farm Operations:

Type and number of livestock used:

Please complete only when owner is leasing the land for Dairy Farming:

Name of Lessee(s): _____

Mailing Address: _____

Total number of Acres leased: _____

Is Lessee responsible for Taxes?: _____

SIGNATURE OF LESSEE

Total gross income derived from Dairy Farm operations: \$ 899347

Total gross income derived from Dairy Farm related activities: \$ _____

Total gross income derived from other types of activities: \$ _____

(Attach form 1040 F and Form 4562 for verification)

Please indicate confidential status ✓ yes no

General description and use:

<u>LAND USE</u>	<u># ACRES IN USE</u>	<u>CROP USE</u>	<u>ACERAGE PRODUCTIVITY</u>
Hay	30	Rotation	
Pasture	40	Rotation	
Woodland	147		

Land Use: TILLABLE: CORN, SILAGE, HAY, ALFLAFA, ROTATION OR PASTURE
WOODLAND: FOREST LAND IN A FARM UNIT

ATTACH A SKETCH DESIGNATING NUMBER OF ACRES UNDER EACH LAND CLASS LISTED ABOVE.

I DO HEREBY DECLARE UNDER PENALTY OF FALSE STATEMENT THAT THE STATEMENTS HEREIN MADE BY ME ARE TRUE ACCORDING TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT I HAVE RECEIEVED A COPY OF THE "ORDINANCE REGARDING TAX ABATEMENT FOR DAIRY FARMS. I HAVE RECEIEVED SECTION EIGHT (8) AND NINE (9) CONCERNING TAX LIABILITY UPON CHANGE OF OWNERSHIP, ACREAGE OR USE.

Dated: 10-30-2025

Signature of owner(s)

Cynthia A Chmielewski

Witness Name

Cynthia A Chmielewski 11-3-25

Witness Signature and Date

Danielle Palazzini

Witness Name

Danielle Palazzini

Witness Signature and Date

WITNESS

TOWN COUNCIL VERIFICATION

APPLICATION APPROVED: yes no

% of ABATEMENT ALLOWED: _____

APPLICATION DENIED FOR THE FOLLOWING REASONS: _____

CHAIRMAN: _____

DATE OF ACQUISITION: _____

DATE: _____

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

This application is to be completed, signed and returned to the Selectmen's Office, 222 Bolton Center Road, Bolton, CT 06043 at least 4 weeks prior to the date of the event. If the application is approved, it shall constitute both permission and a contract to use the grounds.

Requesting Use Of: Bolton Heritage Farm: Indian Notch Park:

Individual or organization that will use the grounds:

Name: Bolton Land Trust - Karen Cordero

Address 26 Lucks way Phone: 860-508-3337

Function: O'Polon Plunge

Date Required: Sunday, March 15,

Start Time: 1pm End Time: 2pm

of Attendees Expected: 20+

RENTAL FEE: _____ PAID: _____

Please cc HR@boltonct.gov on emails for the below services

Yes Confirmed/Received

Do you require electrical service: (\$25.00)

Liability Insurance Required: Deb Livingston
will get

Fire Marshal (Burn Permit) Required:

Health Dept. Food/Beverage Permit(s) Required:

Participant "Release of Liability" Required:

Fire Dept. Notified of Event:

Fire Department Notified and To Be On Site at Event:

PORATALET (Organization's Responsibility) Required:

Drop Off Date: _____ Pick Up Date: _____

Company Name and phone #: _____

**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:

Karen Corden 12/1/25

Date:

For Office Use Only

Application Received: Date: 12/17/25

Approved: *Not Approved*

By:

FY2026 December 31, 2025	Adopted Budget	Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	% Expensed	FY25	FY24	FY23
Administration	\$ 779,208.00	\$ 779,208.00	\$ 352,941.79	\$ 426,266.21	\$ 8,193.10	\$ 418,073.11	46.35%	42.65%	47.01%	34.86%
Board of Finance	\$ 3,000.00	\$ 3,000.00	\$ 375.00	\$ 2,625.00	\$ -	\$ 2,625.00	12.50%	10.19%	10.20%	17.39%
Financial Administration	\$ 250,595.00	\$ 250,595.00	\$ 126,056.07	\$ 124,538.93	\$ 422.16	\$ 124,116.77	50.47%	43.77%	46.27%	45.62%
Auditing	\$ 45,000.00	\$ 45,000.00	\$ 5,500.00	\$ 39,500.00	\$ -	\$ 39,500.00	12.22%	0.00%	0.00%	0.00%
Assessor	\$ 168,832.00	\$ 168,832.00	\$ 83,428.82	\$ 85,403.18	\$ 963.00	\$ 84,440.18	49.99%	48.01%	44.34%	43.66%
Tax Collector	\$ 106,010.00	\$ 106,010.00	\$ 52,157.46	\$ 53,852.54	\$ 4,377.85	\$ 49,474.69	53.33%	46.49%	43.24%	44.57%
Fringe Benefits	\$ 1,166,875.00	\$ 1,166,875.00	\$ 579,581.01	\$ 587,293.99	\$ -	\$ 587,293.99	49.67%	54.95%	49.54%	42.50%
Town Clerk	\$ 150,756.00	\$ 150,756.00	\$ 76,649.35	\$ 74,106.65	\$ 4,774.00	\$ 69,332.65	54.01%	50.66%	51.19%	50.58%
Land Use	\$ 47,150.00	\$ 47,150.00	\$ 197,901.96	\$ 279,248.04	\$ 94,916.25	\$ 184,331.79	61.37%	47.99%	49.30%	42.32%
Planning & Zoning	\$ 4,000.00	\$ 4,000.00	\$ 474.31	\$ 3,525.69	\$ -	\$ 3,525.69	11.86%	18.07%	11.76%	35.61%
Zoning Board of Appeals	\$ 1,650.00	\$ 1,650.00	\$ -	\$ 1,650.00	\$ -	\$ 1,650.00	0.00%	18.40%	17.69%	18.55%
Property Insurance	\$ 167,363.00	\$ 167,363.00	\$ 94,313.53	\$ 73,049.47	\$ -	\$ 73,049.47	56.35%	54.86%	48.11%	45.74%
Probate	\$ 7,000.00	\$ 7,000.00	\$ 6,365.00	\$ 635.00	\$ -	\$ 635.00	90.93%	0.00%	83.48%	0.00%
Inlands/Wetlands	\$ 2,235.00	\$ 2,235.00	\$ 556.24	\$ 1,678.76	\$ -	\$ 1,678.76	24.89%	28.99%	23.49%	22.71%
Economic Development	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	0.00%	0.00%	0.00%	0.00%
Elections	\$ 119,329.00	\$ 119,329.00	\$ 54,098.10	\$ 65,230.90	\$ 5,514.48	\$ 59,716.42	49.96%	36.80%	25.91%	53.74%
Police	\$ 301,300.00	\$ 301,300.00	\$ 956.20	\$ 300,343.80	\$ -	\$ 300,343.80	0.32%	1.10%	0.00%	0.21%
Fire Commission	\$ 296,089.00	\$ 296,089.00	\$ 107,058.50	\$ 189,030.50	\$ 82,503.21	\$ 106,527.29	64.02%	55.99%	60.96%	54.60%
Animal Control	\$ 10,000.00	\$ 10,000.00	\$ 6,500.00	\$ 3,500.00	\$ -	\$ 3,500.00	65.00%	0.00%	100.00%	96.77%
Fire Marshal	\$ 31,990.00	\$ 31,990.00	\$ 13,914.02	\$ 18,075.98	\$ -	\$ 18,075.98	43.49%	39.73%	30.12%	25.56%
Emergency Management	\$ 11,320.00	\$ 11,320.00	\$ 4,333.71	\$ 6,986.29	\$ -	\$ 6,986.29	38.28%	21.84%	22.73%	53.84%
Highways and Streets	\$ 973,967.00	\$ 973,967.00	\$ 517,073.37	\$ 456,959.63	\$ 63,474.43	\$ 393,485.20	59.60%	39.65%	48.56%	62.05%
Parks/Town Building Ops	\$ 866,019.00	\$ 866,019.00	\$ 411,420.75	\$ 454,598.25	\$ 26,079.49	\$ 428,518.76	50.52%	41.51%	44.77%	38.42%
Public Health Admin	\$ 29,730.00	\$ 29,730.00	\$ 14,864.56	\$ 14,865.44	\$ -	\$ 14,865.44	50.00%	50.52%	49.29%	50.48%
Veterans' Commission	\$ 600.00	\$ 600.00	\$ -	\$ 600.00	\$ -	\$ 600.00	0.00%	21.27%	0.00%	0.00%
Seniors / Social Services	\$ 197,643.00	\$ 197,643.00	\$ 92,284.45	\$ 105,358.55	\$ 5,880.00	\$ 99,478.55	49.67%	50.93%	46.09%	47.20%
Library	\$ 320,647.00	\$ 320,647.00	\$ 168,941.37	\$ 151,705.63	\$ 17,913.11	\$ 133,792.52	58.27%	54.75%	5.77%	51.28%
Conservation	\$ 3,140.00	\$ 3,140.00	\$ 1,042.35	\$ 2,097.65	\$ -	\$ 2,097.65	33.20%	38.61%	46.08%	41.32%
Waste Collection	\$ 727,830.00	\$ 727,830.00	\$ 326,994.03	\$ 400,835.97	\$ -	\$ 400,835.97	44.93%	40.06%	51.81%	44.87%
Totals	\$ 7,224,278.00	\$ 7,224,278.00	\$ 3,295,715.95	\$ 3,928,562.05	\$ 315,011.08	\$ 3,613,550.97	49.98%	41.28%	45.22%	33.20%

**TAX COLLECTOR
11.30.25**

	Credit that was rolled over from 23 GL			REFUNDS	RETURNED PAYMENTS	TAX COLL. TRANSFERS	NET COLLECTION 11.30.25	COLLECTED FY 26 BUDGET	PERCENTAGE
ADOPTED	REVISED	COLLECTIONS YTD							
CURRENT YR.LEVY	\$ 17,650,363.00	\$ 17,650,363.00	\$ 17,470,977.34	\$ 360,551.75	\$ (22,107.88)	\$ (48,900.45)	\$ 69.11	\$ 17,760,589.87	100.62%
MOTOR VEHICLE	\$ 1,706,973.00	\$ 1,706,973.00	\$ 1,466,708.21	\$ -	\$ (1,411.93)	\$ (112.08)	\$ (5.40)	\$ 1,465,178.80	85.83%
SUPP.MV LEVY	\$ 175,000.00	\$ 175,000.00	180,258.07	-	\$ -	\$ -	\$ -	\$ 180,258.07	103.00%
SUB TOTAL	\$ 19,532,336.00	\$ 19,532,336.00	\$ 19,117,943.62	\$ 360,551.75	\$ (23,519.81)	\$ (49,012.53)	\$ 63.71	\$ 19,406,026.74	99.35%
PRIOR YEARS	\$ 85,000.00	\$ 85,000.00	\$ 65,905.02	\$ -	\$ (2,723.03)	\$ (370.21)	\$ (50.63)	\$ 62,761.15	73.84%
INTEREST & FEES	\$ 65,000.00	\$ 65,000.00	\$ 28,722.44	\$ -	\$ -	\$ (15.00)	\$ (13.08)	\$ 28,764.36	44.25%
TOTAL	\$ 19,682,336.00	\$ 19,682,336.00	\$ 19,212,641.08	\$ 360,551.75	\$ (26,242.84)	\$ (49,397.74)	\$ -	\$ 19,497,552.25	99.06%

PREVIOUS YEAR CURRENT YR LEVY COLLECTED

7.31.2025	8.31.2025	9.30.2025	10.31.2025	11.30.2025	12.31.2025
2.04%	83.75%	93.28%	99.86%	100.62%	
1.31.26	2.28.2026	3.31.2026	4.30.2026	5.31.2026	6.30.2026

The percentages above are at 98% of 100% collection

HIGHLIGHTS January 2026 BOS MEETING

SUBMITTED BY: James Rupert

Respectfully submitted
James Rupert Town Administrator

- Participated in the Eastern Highlands health District finance committee meeting.
- Participated in the CRCOG policy board meeting.
- Participated in CRCOG Executive Board Meeting
- Participated in CRCOG legislative committee meeting.
- Approved the Ground Hog Day Road Race plan.
- We are receiving budgets from department heads.
- All CAPA information has been collected and sent to the Finance Department and Finance Committee.
- STV has begun the work on facilities study.
- The contract with Manitou has been signed and the project is expected to kickoff soon.
- The Aquatic Invasive Species grant was submitted and received on time.
- I had an in-person meeting with Tighe & Bond to discuss the cost overrun but I have no response yet.
- We are working with Tyler on the 6th and 7th to map supervisors in the financial software system so we can provide staff training.
- We sent our edits of the cemetery mapping to Sentry Mapping, and they are continuing to work on it.
- We worked through the windstorm on December 19th where we had 55% of Town without power. There were multiple tree and wires events with some road closures.
- We received checks and notice of grant awards for the Heritage Farm, Bolton Prevention Council and Bolton Recreation Department from the Hartford Foundation for Public Giving. The Heritage Farm grant was to create a display case for artifacts from the farm. The Prevention Council grant was to support their activities toward prevention. The Recreation grant was for movie night supplies and licensing.
- Had a second interview with CLA to discuss them providing services to help us build efficiencies in the Finance Department.
- Participated in a Central CT Solid Waste Authority regarding tire recycling.
- Attended the Senior Holiday Luncheon.
- Held a supervisor's meeting on December 2nd. The topic was mostly budget and department updates.
- Robert Morra Received the Joel Cogen Lifetime Achievement Award at the CCM Conference.
- We received Inland Wetlands approval for the Herrick Park soccer field project and are continuing to work on the permit for the community septic system.

- I have been participating in the CRCOC fair rent commission discussions to possibly form a regional fair rent commission.
- Went to bid for the Heritage farm Fields and awarded the bid to Paggioli Farm for \$6127.00 per year for two years.

Respectfully Submitted,

James Rupert