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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: 860 646 6081 Cell Number: 860 299 5736  
Email Address: cf7217964@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.

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

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Please add any additional information or comments.

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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](mailto:hr@boltonct.org)  
(860) 649-8066 x 6111

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 J. 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](mailto:hr@boltonct.org)  
(860) 649-8066 x 6111

**McCavanagh, Kathy**

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**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.

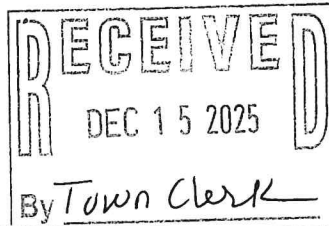
It has been an amazing experience working with you, the staff, and all of the boards and commissions, and I have learned so many wonderful things about the Town of Bolton. Please convey my deep appreciation and gratitude to everyone for their kindness, support, and assistance throughout my time with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



56  
Town of Vernon Administration  
Daniel A. Champagne  
Mayor  
(860) 870-3600

December 2, 2025

Henry McSwain  
13 Cranberry Lane  
Granby, CT 06035

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

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

RE: Offer of employment

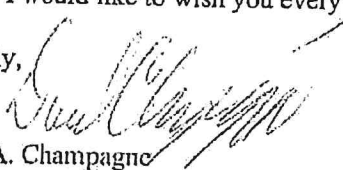
Dear Henry:

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, 3<sup>rd</sup> 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 1<sup>st</sup> and October 31<sup>st</sup>. Failure to file under C.G.S. 12-81m in the proper manner is considered a waiver of the application on such October 1<sup>st</sup> 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: \$ 899 347

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	47	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)

WITNESS

Cynthia A Chmielowiec  
Witness Name

Cynthia X Chmielowiec 11-3-25  
Witness Signature and Date

WITNESS

Danielle Palazzini  
Witness Name

Danielle Palazzini  
Witness Signature and Date

TOWN COUNCIL VERIFICATION

APPLICATION APPROVED: \_\_\_\_yes \_\_\_\_no

% of ABATEMENT ALLOWED: \_\_\_\_\_

APPLICATION DENIED FOR THE FOLLOWING REASONS: \_\_\_\_\_

CHAIRMAN: \_\_\_\_\_

DATE OF ACQUISITION: \_\_\_\_\_

DATE: \_\_\_\_\_



**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'Polen Plunge

Date Required: Sunday, March 15,

Start Time: 1pm End Time: 2pm

# of Attendees Expected: 20+

RENTAL FEE: \_\_\_\_\_ PAID: \_\_\_\_\_

Please cc [HR@boltonct.gov](mailto:HR@boltonct.gov) on emails for the below services

	Yes	Confirmed/Received
Do you require electrical service:	<input type="checkbox"/>	<input type="checkbox"/> (\$25.00)
Liability Insurance Required:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Deb Livingston will get
Fire Marshal (Burn Permit) Required:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Health Dept. Food/Beverage Permit(s) Required:	<input type="checkbox"/>	<input type="checkbox"/>
Participant "Release of Liability" Required:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fire Dept. Notified of Event:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fire Department Notified and To Be On Site at Event:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

PORTALET (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:

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**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.

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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*

*12/1/25*

For Office Use Only

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

Approved:

Not Approved:

By:

FY2026 December 31, 2025										
	Adopted Budget	Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	%	FY25	FY24	FY23
Administration	\$ 779,208.00	\$ 779,208.00	\$ 352,941.79	\$ 426,266.21	\$ 8,193.10	\$ 418,073.11	46.35%	42.66%	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%	43.72%	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	\$ 477,150.00	\$ 477,150.00	\$ 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%	
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	\$ 517,007.37	\$ 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%	
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							PERCENTAGE COLLECTED FY 26 BUDGET
	ADOPTED	REVISED	COLLECTIONS YTD	was rolled over from 23 GL	REFUNDS	RETURNED PAYMENTS	TAX COLL. TRANSFERS	
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	\$ 28,792.44	\$ -	\$ -	\$ (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
7.31.24	8.31.2024	9.30.2024	10.31.2024	11.30.2024	12.31.2024
89.16%	105.15%	106.56%	106.83%	106.89%	103.15%
1.31.25	2.28.2025	3.31.2025	4.30.2025	5.31.2025	6.30.2025
103.32%	101.11%	99.89%	99.97%	100.01%	100.11%

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 6<sup>th</sup> and 7<sup>th</sup> 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 19<sup>th</sup> 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 2<sup>nd</sup>. 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