

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: CHRIS FIANO  
Address: 14 STONE HEDGE LANE  
Telephone Number: (858) 997-9521 Cell Number: (866) 287-7803  
Email Address: cmfiano@gmail.com  
Political Affiliation: REPUBLICAN

I am interested in serving on the (name of board/commission) TEMP BUILDING COMMITTEE  
as a full member  and/or alternate .

Please provide a brief statement as to why you are interested in serving on this board/commission.  
I AM INTERESTED IN SERVING ON THIS COMMISSION BECAUSE I HAVE A STRONG INTEREST IN THE LONG TERM DEVELOPMENT OF OUR COMMUNITY. I WELCOME THE OPPORTUNITY TO CONTRIBUTE MY TIME AND PERSPECTIVE TO PROJECTS THAT IMPACT RESIDENTS NOW AND IN THE FUTURE.

Please share any pertinent information on your background, education and experience as it relates to the board/commission position.  
I AM A SENIOR PROJECT MANAGER FOR A HIGH END RESIDENTIAL HOME BUILDER AND HAVE WORKED IN CONSTRUCTION MY ENTIRE CAREER.

Please add any additional information or comments.  
\_\_\_\_\_  
\_\_\_\_\_

Signed:  Date: 1/12/26

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: JESSICA WEBB-KUZMICKAS  
Address: 93 VOLPI RD BOLTON, CT 06043  
Telephone Number: \_\_\_\_\_ Cell Number: 203-996-6963  
Email Address: JESSICA.WEBB04@GMAIL.COM  
Political Affiliation: DEM

I am interested in serving on the (name of board/commission) BCS ROOF  
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 DAUGHTER ATTENDS BCS AND I CARE ABOUT THE BUILDING AND ENVIRONMENT SHE IS IN. I ALSO LIKE TO CONTRIBUTE TO THE TOWN WHEN I AM ABLE TO DO SO. I FEEL MY BACKGROUND WILL BE A POSITIVE CONTRIBUTION TO THIS COMMITTEE.

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

I HAVE A DEGREE IN CONSTRUCTION MANAGEMENT FROM CCSU. I HAVE MANAGED NUMEROUS SCHOOL / HEALTHCARE / MUNICIPAL PROJECTS. I AM CURRENTLY EMPLOYED AS A CONSTRUCTION MANAGER FOR A UTILITY COMPANY.

Please add any additional information or comments.  
\_\_\_\_\_  
\_\_\_\_\_

Signed: J Webb Date: 1/15/26

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:** Jon Treat <jontreat@gmail.com>  
**Sent:** Wednesday, January 21, 2026 9:39 AM  
**To:** McCavanagh, Kathy  
**Subject:** Resignation



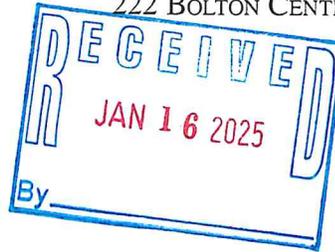
EXTERNAL EMAIL - This email was sent by a person from outside your organization.

Kathy as of today, January 21, i give you my 2 weeks notice. My final day will be Wednesday February 4th.  
Thanks  
Jon Treat



# Town of Bolton

222 BOLTON CENTER ROAD • BOLTON, CT 06043



Recreation Department  
(860) 649-8066 Phone  
(860) 643-0021 Fax

Stephanie Crane  
1146 Enfield St  
Enfield, CT 06082  
(860) 264-7195

January 16, 2026  
Recreation Director  
Town of Bolton, CT  
222 Bolton Center Rd  
Bolton, CT 06043

Dear Ms. McCavanagh and Mr. Rupert,

I would like to inform you that I am resigning from my position as Recreation Director for the Town of Bolton, effective February 13, 2026.

Thank you for the opportunities for professional and personal development that you have provided me during the last 5+ years. I have enjoyed working for the Town of Bolton, and appreciate the support provided me during my time with the town. I could not have asked for a better work experience and work family during the beginning of my career.

If I can be of any help during this transition, please let me know.

Sincerely,

Stephanie Crane

# Town Capital Improvement Plan (CIP) FY2027 - FY2031

Town Projects	Prior Funds	FY2027	FY2028	FY2029	FY2030	FY2031	Total
1 Assessor's Office Re-Evaluation	\$ 35,234.99	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 15,400.00	\$ 15,400.00	\$ 105,034.99
2 Buildings & Grounds out front mower w/attachments	\$ -	\$ 39,000.00	\$ 39,000.00	\$ -	\$ -	\$ -	\$ 78,000.00
3 Buildings & Grounds Pickup Truck	\$ -	\$ 73,000.00	\$ -	\$ -	\$ 27,667.00	\$ 27,667.00	\$ 156,000.00
4 Buildings & Grounds Scag Mowers Replacement	\$ 2,401.00	\$ -	\$ 15,599.00	\$ -	\$ 18,000.00	\$ -	\$ 36,000.00
5 Building & Grounds Gator ATV vehicle	\$ -	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00
6 Firehouse Air Conditioner Replacements	\$ -	\$ -	\$ -	\$ -	\$ 42,000.00	\$ -	\$ 42,000.00
7 Firehouse roof	\$ -	\$ -	\$ 80,000.00	\$ -	\$ -	\$ -	\$ 80,000.00
8 Firehouse - Hydraulic Cutters, spreaders, Rams & ResJack	\$ 32,000.00	\$ -	\$ 33,000.00	\$ -	\$ -	\$ -	\$ 65,000.00
9 Fire Suppression Water Supply	\$ 284,850.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 284,850.62
10 Firehouse Radio Communications	\$ -	\$ 49,290.00	\$ 49,290.00	\$ 39,000.00	\$ -	\$ -	\$ 187,580.00
11 Fire Suppression/Vehicle Acquisition	\$ -	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ -	\$ 90,000.00
12 Fire Commission Fire Turnout Gear Washer & Dryer	\$ -	\$ 12,625.00	\$ -	\$ 26,095.00	\$ -	\$ -	\$ 38,720.00
13 Fire Commission Radio Tower Restoration	\$ 47,000.00	\$ 25,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 55,000.00
14 Heritage Farm Restoration	\$ -	\$ -	\$ 807,538.00	\$ -	\$ -	\$ -	\$ 807,538.00
15 Heritage Farm Bathrooms per Master Plan	\$ -	\$ -	\$ -	\$ 26,000.00	\$ -	\$ -	\$ 26,000.00
16 Herrick Park Furnace	\$ -	\$ -	\$ 35,000.00	\$ -	\$ -	\$ -	\$ 35,000.00
17 Herrick Park Roof Replacement	\$ 102,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 102,000.00
18 Herrick Park Soccer Fields	\$ -	\$ -	\$ 300,000.00	\$ -	\$ -	\$ -	\$ 300,000.00
19 Herrick Park Soccer Field Reconstruction	\$ -	\$ -	\$ 125,000.00	\$ -	\$ -	\$ -	\$ 125,000.00
20 Herrick Park & Heritage Farm Pavilions	\$ -	\$ -	\$ 648,722.00	\$ -	\$ -	\$ -	\$ 648,722.00
21 Herrick Park Addition and Renovations	\$ 25,092.67	\$ 40,100.00	\$ 15,000.00	\$ 113,333.00	\$ 113,334.00	\$ -	\$ 340,000.00
22 Highway Excavator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,192.67
23 Highway Dump/Plow Truck (10 Wheeler)	\$ -	\$ 45,000.00	\$ 40,000.00	\$ -	\$ -	\$ -	\$ 85,000.00
24 Highway 1 Ton Cab & Chassis w/utility body	\$ -	\$ 17,500.00	\$ -	\$ 63,500.00	\$ -	\$ -	\$ 81,000.00
25 Highway Topcon Machine Control (SPDI)	\$ -	\$ 10,500.00	\$ -	\$ -	\$ -	\$ -	\$ 10,500.00
26 Indian Notch Park Playscape	\$ -	\$ -	\$ 42,000.00	\$ -	\$ -	\$ -	\$ 42,000.00
27 Indian Notch Park Storage Shed	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,000.00
28 Library Roof	\$ -	\$ -	\$ 42,000.00	\$ -	\$ 24,000.00	\$ -	\$ 66,000.00
29 Library Main Area Carpet	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
30 Library Air Filtration System	\$ -	\$ -	\$ 42,000.00	\$ -	\$ -	\$ -	\$ 42,000.00
31 Library Emergency Generator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
32 Library EV Charging Station	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
33 Library Office Tile Floor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ TBD	\$ -
34 Senior Center Paint and Wallpaper	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -	\$ 30,000.00
35 Senior Center Accessible Minivan	\$ 55,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000.00
36 Senior Center Large Capacity Van	\$ -	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ 100,000.00
37 Town Hall Website	\$ -	\$ 40,000.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 50,000.00
38 Town Hall Exterior Door replacement	\$ -	\$ -	\$ 26,000.00	\$ -	\$ -	\$ -	\$ 26,000.00
39 Town Clerk's Vault Floor	\$ 2,778.80	\$ 47,000.00	\$ -	\$ 28,500.00	\$ -	\$ -	\$ 78,278.80
40 Town Hall Vehicle	\$ -	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00
41 Town Hall Exterior Painting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42 Town Hall Air Handlers	\$ 148,896.92	\$ -	\$ -	\$ -	\$ -	\$ 22,000.00	\$ 170,896.92
43 Town Hall Facility Expansion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
44 Town Hall Roof Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,000.00	\$ 48,000.00
45 NRMVC south Wing Boiler	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00
46 NRMVC Demolition	\$ 110,997.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,997.96
47 Modular Office	\$ 18,841.17	\$ 44,000.00	\$ -	\$ -	\$ -	\$ -	\$ 62,841.17
48 Town Wide Facility Study	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00
49 Bolton Heritage Trail Grant	\$ 170,000.00	\$ 140,000.00	\$ -	\$ -	\$ -	\$ -	\$ 310,000.00
50 Lyman Road Bridge Engineering & Bldg Doc.	\$ 170,000.00	\$ 170,000.00	\$ -	\$ -	\$ -	\$ -	\$ 340,000.00
51 Lyman Road Bridge Construction	\$ 55,000.00	\$ 145,000.00	\$ 200,000.00	\$ -	\$ -	\$ -	\$ 400,000.00
52 Planning & Implementing Impr. To town Fac., Infas & Oper.	\$ -	\$ 18,000.00	\$ -	\$ -	\$ -	\$ -	\$ 18,000.00
53 Trooper's Building Exterior Painting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Town Subtotal</b>	<b>\$ 1,580,955.13</b>	<b>\$ 954,015.00</b>	<b>\$ 2,914,482.00</b>	<b>\$ 512,095.00</b>	<b>\$ 400,401.00</b>	<b>\$ 248,067.00</b>	<b>\$ 6,610,015.13</b>

# BOE Capital Improvement Plan (CIP) FY2027 - FY2031

School Projects	Prior Funds	FY2027	FY2028	FY2029	FY2030	FY2031	Total
1 Center School HVAC Assessment	\$ 19,800.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 49,800.00
2 Center School Floor Scubber	\$ -	\$ -	\$ 14,500.00	\$ -	\$ -	\$ -	\$ 14,500.00
3 BCS Tractor Replacement	\$ -	\$ -	\$ 47,000.00	\$ -	\$ -	\$ -	\$ 47,000.00
4 BCS Bleachers (1993)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,000.00	\$ 140,000.00
5 BCS Gym Score Clock	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00
6 High School HVAC Assessment	\$ 19,800.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 49,800.00
7 BHS Activity Van - Transit 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68,000.00	\$ 68,000.00
8 BHS Infield Ballfield Groomer	\$ -	\$ -	\$ -	\$ -	\$ 35,300.00	\$ -	\$ 35,300.00
9 BHS Bleachers	\$ -	\$ -	\$ -	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00
10 BHS Heat Pumps	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00
11 District Pick up Truck with Plow (2005)	\$ 3,166.00	\$ 72,000.00	\$ -	\$ -	\$ -	\$ -	\$ 75,166.00
12 District Handicap Van Replacement	\$ -	\$ 42,500.00	\$ 42,500.00	\$ -	\$ -	\$ -	\$ 85,000.00
13 District Zero Turn Mowers	\$ -	\$ -	\$ 40,000.00	\$ -	\$ -	\$ -	\$ 40,000.00
14 BCS Phase II Energy Management System	\$ 25,459.00	\$ -	\$ -	\$ -	\$ -	\$ 25,459.00	\$ 25,459.00
15 BOE Security Camera & Door Access System	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 176,000.00	\$ 176,000.00
<b>BOE Subtotal</b>	<b>\$ 68,225.00</b>	<b>\$ 176,500.00</b>	<b>\$ 156,000.00</b>	<b>\$ 87,000.00</b>	<b>\$ 62,300.00</b>	<b>\$ 396,000.00</b>	<b>\$ 946,025.00</b>
Town Project total		\$ 954,015.00					
Past project reallocation		\$ (287,067.34)					
<b>GRAND TOTAL</b>	<b>\$ 1,649,180.13</b>	<b>\$ 843,447.66</b>	<b>\$ 3,070,482.00</b>	<b>\$ 599,095.00</b>	<b>\$ 462,701.00</b>	<b>\$ 644,067.00</b>	<b>\$ 7,556,040.13</b>



# Reallocation

Project	Balance
High School Garage	\$ 78,382.86
High School ADA Transition Pads	\$ 9,135.48
Fire Commission Strategic Plan	\$ 6,500.00
Center School Fire Alarm System Upgrade	\$ 3,049.00
NRMC Demolition	\$ 100,000.00
Town Wide Facility Study	\$ 40,000.00
BCS Phase II Energy Management System	\$ 50,000.00
<b>Total Reallocation</b>	<b>\$ 287,067.34</b>



# Town of Bolton

222 BOLTON CENTER ROAD • BOLTON, CT 06043

## CERTIFIED RESOLUTION (TO ACCOMPANY GRANT CONTRACT)

I, Rodney Fournier, First Selectman of the Town of Bolton, a  
*(First Selectman)* *(Name of Organization as Incorporated)*

Connecticut corporation, do hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the Board of Selectmen of this corporation, duly held on February 3, 2026,  
*(Date of Meeting- held BEFORE contract is signed)*

at which meeting a daily constituted quorum of the Board of Selectmen was present and acting throughout and that such resolution has not been modified, rescinded or revoked and is at present in full force and effect.

RESOLVED:

That Rodney Fournier, who is the First Selectman of this corporation, is empowered to  
*(Name of Official)* *(Title of Official)*

execute and deliver in the name and on behalf of this corporation a certain contract with the State of Connecticut, Department of Economic and Community Development, and to affix the corporate seal, if any, for the Parks and Recreation Grant

In Witness whereof, the undersigned has affixed his/her signature and the corporate seal of this corporation, if any.

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(First Selectman)*

\_\_\_\_\_  
*(Date – BEFORE contract is signed)*

7c



# Town of Bolton

222 BOLTON CENTER ROAD • BOLTON, CT 06043

JAMES M. RUPERT  
TOWN ADMINISTRATOR

December 17, 2025

Dear Bolton Resident,

I am writing to you today to inform you that we have been asked to consider installing a streetlight on the telephone pole adjacent to 1069 Boston Turnpike where the Dollar General and Bolton Lake Dental office driveway intersect Boston Turnpike. The request to consider the light is based on some finding the driveway hard to locate in the dark when travelling west on Boston Turnpike.

As a resident that lives in proximity to this, we would like to hear from you before bringing it to the Board of Selectmen for their consideration. It is important to the Board of Selectmen to hear from you so they know if you have any concerns regarding this matter so they may take that into consideration before making a decision. The best way for you to communicate with us is by sending an email to [HR@boltonct.gov](mailto:HR@boltonct.gov). we would like to hear from you no later than January 15, 2026. If we receive an email from you, we will email you to let you know when this item will be on the agenda for discussion at a Board meeting.

Respectfully,

James Rupert  
Bolton Town Administrator

1040 Boston Turnpike

1066 Boston Turnpike

1074 Boston Turnpike

1084 Boston Turnpike

1130 Boston Turnpike

4 Tolland Road

1 Tolland Road

1212 Boston Turnpike

1201 Boston Turnpike

1191 Boston Turnpike

1177 Boston Turnpike

1173 Boston Turnpike

1079 Boston Turnpike

1075 Boston Turnpike

1069 Boston Turnpike

1065 Boston Turnpike

1061 Boston Turnpike

1055 Boston Turnpike

## McCavanagh, Kathy

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**From:** Karen Viklinetz <karenviklinetz@gmail.com>  
**Sent:** Thursday, January 8, 2026 11:09 AM  
**To:** Human Resources  
**Subject:** Streetlight consideration on telephone pole near 1069 Bolton Turnpike

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

Hello,

In response to your letter dated December 17, 2025, please note that we do not have any objection to a streetlight being installed on the telephone pole adjacent to our home to help illuminate the driveway for Dollar General and Bolton Lake Dental. We find it hard to see that driveway ourselves, especially when travelling west on Boston Turnpike.

Please note, however, that we've always noticed that the telephone pole at the bottom of our driveway has been titled quite a bit and we keep wondering when it will fall over. We assume that this tilted pole will be inspected and secured safely, if necessary.

Also, please note that my son, Matt Viklinetz, at 1 Tolland Rd, who has received the same letter, has no objection to the installation of this streetlight either.

Thank you,

Karen Viklinetz  
Mark Viklinetz  
Matt Viklinetz (1 Tolland Rd)

2

FY2026 January 31, 2026										
	Adopted Budget	Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	% Expended	FY25	FY24	FY23
Administration	\$ 779,208.00	\$ 779,208.00	\$ 406,976.91	\$ 372,231.09	\$ 8,394.75	\$ 363,836.34	53.31%	48.47%	50.53%	38.78%
Board of Finance	\$ 3,000.00	\$ 3,000.00	\$ 500.00	\$ 2,500.00	\$ -	\$ 2,500.00	16.67%	17.59%	14.29%	17.39%
Financial Administration	\$ 250,595.00	\$ 250,595.00	\$ 144,878.12	\$ 105,716.88	\$ 627.56	\$ 105,089.32	58.06%	54.16%	53.50%	52.84%
Auditing	\$ 45,000.00	\$ 45,000.00	\$ 5,500.00	\$ 39,500.00	\$ -	\$ 39,500.00	12.22%	22.22%	17.78%	17.24%
Assessor	\$ 168,832.00	\$ 168,832.00	\$ 96,431.08	\$ 72,400.92	\$ 243.00	\$ 72,157.92	57.26%	58.96%	52.04%	52.57%
Tax Collector	\$ 106,010.00	\$ 106,010.00	\$ 58,527.02	\$ 47,482.98	\$ 4,377.85	\$ 43,105.13	59.34%	57.24%	50.44%	52.62%
Franchise Benefits	\$ 1,166,875.00	\$ 1,166,875.00	\$ 742,548.86	\$ 424,326.14	\$ -	\$ 424,326.14	63.64%	61.92%	61.87%	50.10%
Town Clerk	\$ 150,756.00	\$ 150,756.00	\$ 88,439.51	\$ 62,316.49	\$ 3,812.50	\$ 58,503.99	61.19%	61.13%	58.26%	57.53%
Town Land Use	\$ 477,150.00	\$ 477,150.00	\$ 233,646.63	\$ 243,503.37	\$ 80,400.00	\$ 163,103.37	65.82%	60.55%	53.89%	47.54%
Planning & Zoning	\$ 4,000.00	\$ 4,000.00	\$ 674.31	\$ 3,325.69	\$ -	\$ 3,325.69	16.86%	21.23%	15.93%	39.36%
Zoning Board of Appeals	\$ 1,650.00	\$ 1,650.00	\$ 75.00	\$ 1,575.00	\$ -	\$ 1,575.00	4.55%	28.22%	17.69%	18.50%
Property Insurance	\$ 167,363.00	\$ 167,363.00	\$ 96,813.53	\$ 70,549.47	\$ -	\$ 70,549.47	57.85%	54.86%	53.52%	54.26%
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	\$ 756.24	\$ 1,478.76	\$ -	\$ 1,478.76	33.84%	50.69%	23.49%	27.04%
Economic Development	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	0.00%	40.00%	80.00%	
Elections	\$ 119,329.00	\$ 119,329.00	\$ 51,822.59	\$ 67,506.41	\$ 2,915.98	\$ 64,590.43	45.87%	39.06%	27.48%	59.73%
Police	\$ 301,300.00	\$ 301,300.00	\$ 956.20	\$ 300,343.80	\$ -	\$ 300,343.80	0.32%	1.10%	0.04%	0.37%
Fire Commission	\$ 296,089.00	\$ 296,089.00	\$ 113,985.91	\$ 182,103.09	\$ 83,344.45	\$ 98,758.64	66.65%	56.17%	64.82%	56.58%
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	\$ 15,874.17	\$ 16,115.83	\$ 300.00	\$ 15,815.83	50.56%	50.00%	34.44%	29.55%
Emergency Management	\$ 11,320.00	\$ 11,320.00	\$ 5,003.50	\$ 6,316.50	\$ -	\$ 6,316.50	44.20%	27.34%	28.42%	57.98%
Highways and Streets	\$ 973,967.00	\$ 973,967.00	\$ 616,617.00	\$ 357,350.00	\$ 33,679.33	\$ 323,670.67	66.77%	46.95%	56.83%	65.98%
Parks/Town Building Ops	\$ 866,019.00	\$ 866,019.00	\$ 502,020.04	\$ 363,998.96	\$ 15,466.11	\$ 348,532.85	59.75%	51.42%	52.60%	46.81%
Public Health Admin	\$ 29,730.00	\$ 29,730.00	\$ 22,296.84	\$ 7,433.16	\$ -	\$ 7,433.16	75.00%	75.77%	50.92%	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	\$ 106,131.01	\$ 91,511.99	\$ 4,420.00	\$ 87,091.99	55.93%	61.29%	52.64%	6.21%
Library	\$ 320,647.00	\$ 320,647.00	\$ 191,291.20	\$ 129,355.80	\$ 15,112.83	\$ 114,242.97	64.37%	63.45%	59.35%	58.02%
Conservation	\$ 3,140.00	\$ 3,140.00	\$ 1,142.35	\$ 1,997.65	\$ -	\$ 1,997.65	36.38%	45.86%	52.02%	44.89%
Waste Collection	\$ 727,830.00	\$ 727,830.00	\$ 362,153.55	\$ 365,676.45	\$ -	\$ 365,676.45	49.76%	49.82%	57.95%	53.71%
<b>Totals</b>	<b>\$ 7,224,278.00</b>	<b>\$ 7,224,278.00</b>	<b>\$ 3,877,926.57</b>	<b>\$ 3,346,351.43</b>	<b>\$ 253,094.36</b>	<b>\$ 3,093,257.07</b>	<b>57.18%</b>	<b>43.81%</b>	<b>47.29%</b>	<b>44.34%</b>

**TAX COLLECTOR  
12.31.25**

	ADOPTED	REVISED	COLLECTIONS YTD	Credit that was rolled over from 23 GL	REFUNDS	RETURNED PAYMENTS	TAX COLL. TRANSFERS	NET COLLECTION 12.31.25	PERCENTAGE COLLECTED FY 26 BUDGET
CURRENT YR. LEVY	\$ 17,650,363.00	\$ 17,650,363.00	\$ 17,516,575.90	\$ 360,551.75	\$ (23,594.25)	\$ (48,900.45)	\$ 69.11	\$ 17,804,702.06	100.87%
MOTOR VEHICLE	\$ 1,706,973.00	\$ 1,706,973.00	\$ 1,528,119.41	\$ -	\$ (2,866.59)	\$ (604.33)	\$ (5.40)	\$ 1,524,643.09	89.32%
SUPP.MV LEVY	\$ 175,000.00	\$ 175,000.00	190,870.81	\$ -	\$ (248.97)	\$ (25.84)	\$ -	\$ 190,596.00	108.91%
<b>SUB TOTAL</b>	<b>\$ 19,532,336.00</b>	<b>\$ 19,532,336.00</b>	<b>\$ 19,235,566.12</b>	<b>\$ 360,551.75</b>	<b>\$ (26,709.81)</b>	<b>\$ (49,530.62)</b>	<b>\$ 63.71</b>	<b>\$ 19,519,941.15</b>	<b>99.94%</b>
PRIOR YEARS	\$ 85,000.00	\$ 85,000.00	\$ 86,059.35	\$ -	\$ (3,419.71)	\$ (370.21)	\$ (50.63)	\$ 82,218.80	96.73%
INTEREST & FEES	\$ 65,000.00	\$ 65,000.00	\$ 42,506.07	\$ -	\$ -	\$ (51.77)	\$ (13.08)	\$ 42,441.22	65.29%
<b>TOTAL</b>	<b>\$ 19,682,336.00</b>	<b>\$ 19,682,336.00</b>	<b>\$ 19,364,131.54</b>	<b>\$ 360,551.75</b>	<b>\$ (30,129.52)</b>	<b>\$ (49,952.60)</b>	<b>\$ -</b>	<b>\$ 19,644,601.17</b>	<b>99.81%</b>

**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%	100.87%
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

BUDGET TRANSFER REQUEST  
TO  
BOARD OF SELECTMEN

BUDGET: Personnel Svcs.

Transfer \$ \_\_\_\_\_ from category \_\_\_\_\_ to category \_\_\_\_\_

(within budget) from \_\_\_\_\_ to \_\_\_\_\_

Transfer \$ 1400<sup>00</sup> from Budget Health/major medical to Budget Ins. Waivers.

from category Personnel Svcs to category Personnel Svcs.

from 1005-041-4141 - 0 - 52800 - 0

to 1005-041-4141 - 0 - 52940 - 0

Other \$ \_\_\_\_\_

Explanation:

INSURANCE WAIVER  
for Jim. murdoch.

Tim Depina Signature

Town Administrator Title

1/27/24 Date

Board of Selectmen

Approved

Comments:

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

- Rodney Fournier
- Gwen Marrion
- Mather Clarke
- Tim Sadler
- Byrce Aaronson
- David Cowles
- Robert DePietro

Date \_\_\_\_\_

## McCavanagh, Kathy

---

**From:** Gonsor, Lisa  
**Sent:** Monday, January 26, 2026 12:05 PM  
**To:** McCavanagh, Kathy  
**Subject:** Budget transfer needed

Hi Kathy,

You will need to do a budget transfer into Insurance Waivers in the amount of \$1400 to cover the insurance waiver for Jim Murdock. Jill says you should be able to transfer the funds from the Health/Major medical line.

Thanks!  
Lisa

**BUDGET TRANSFER REQUEST  
TO  
BOARD OF SELECTMEN**

BUDGET: Town Clerk

Transfer **\$54.00** from category **Office Supplies to Payroll**

(within budget) from **1005-041-4147-000000-56120-00000** to **1005-041-4147-000000-51610-00000**

Transfer \$ \_\_\_\_\_ from Budget \_\_\_\_\_ to Budget \_\_\_\_\_  
 from category \_\_\_\_\_ to category \_\_\_\_\_  
 from - - - - -  
 to - - - - -

Other \$ \_\_\_\_\_

Explanation: shortfall in the payroll per Lisa Gonsor in Finance

Elizabeth C. Waters Signature  
Town Clerk Title  
1/28/26 Date

Board of Selectmen

Approved

Comments:

	Yes	No
<u>Rodney Fournier</u>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Gwen Marrion</u>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Mather Clarke</u>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Tim Sadler</u>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Byrce Aaronson</u>	<input type="checkbox"/>	<input type="checkbox"/>
<u>David Cowles</u>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Robert DePietro</u>	<input type="checkbox"/>	<input type="checkbox"/>

Date \_\_\_\_\_

Town of Bolton

Town Clerk Summary with Salary Expense

Fiscal Year: 2025-2026

From Date: 7/1/2025 To Date: 1/31/2026

Include pre encumbrance  
 Exclude inactive accounts with zero balance

Print accounts with zero balance  
 Filter Encumbrance Detail by Date Range

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
1005.041.4147.000000.51610.00000	Regular Payroll - Town Clerk	\$135,592.00	\$0.00	\$135,592.00	\$81,232.84	\$81,232.84	\$54,359.16	\$54,412.28	(\$53.12)	-0.04%
1005.041.4147.000000.53200.00000	Prof. Educational Training - Town Clerk	\$1,700.00	\$0.00	\$1,700.00	\$742.60	\$742.60	\$957.40	\$0.00	\$957.40	56.32%
1005.041.4147.000000.53520.00000	Other Contracts - Town Clerk	\$9,697.00	\$0.00	\$9,697.00	\$5,052.64	\$5,052.64	\$4,644.36	\$3,410.00	\$1,234.36	12.73%
1005.041.4147.000000.55400.00000	Advertising - Town Clerk	\$1,417.00	\$0.00	\$1,417.00	\$633.29	\$633.29	\$783.71	\$0.00	\$783.71	55.31%
1005.041.4147.000000.56120.00000	Office Oper. Supplies - Town Clerk	\$2,000.00	\$0.00	\$2,000.00	\$628.14	\$628.14	\$1,371.86	\$0.00	\$1,371.86	68.59%
1005.041.4147.000000.58100.00000	Dues & Fees - Town Clerk	\$350.00	\$0.00	\$350.00	\$150.00	\$150.00	\$200.00	\$0.00	\$200.00	57.14%
<b>Grand Total:</b>		<b>\$150,756.00</b>	<b>\$0.00</b>	<b>\$150,756.00</b>	<b>\$88,439.51</b>	<b>\$88,439.51</b>	<b>\$62,316.49</b>	<b>\$57,822.28</b>	<b>\$4,494.21</b>	<b>2.98%</b>

End of Report

**TOWN OF BOLTON  
BOARD OF SELECTMEN MEETING  
Tuesday, January 13, 2026, at 6:00 p.m.  
Town Hall & Zoom Meeting  
MEETING MINUTES**

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

<b>STAFF:</b>	James Rupert, Town Administrator
	Andrea Vassallo, Recording Secretary

**Members of the Public:**

**1.0 Call to Order:**

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

**2.0 Consider and Act on Polar Plunge:**

**\*Selectwoman Gwen Marrion and Selectman Mather Clarke recuse themselves from the vote.\***

Approval of the application was delayed at the January 06, 2026, BOS meeting due to a missing signature of a current director, which has now been provided. Consideration by the BOS for the approval of the Polar Plunge event scheduled for March 2026.

Selectman T. Sadler **MOVED to APPROVE** the Polar Plunge Event to be held at Indian Notch Park, March 2026.

Selectman B. Aaronson **SECONDED; MOTION CARRIED; 4:0:2**

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

### 3.0 Consider and Act on A/P:

Selectman T. Sadler **MOVED to APPROVE** the A/P in the amount of \$184,552.19 which excludes PO #26804 in the amount of \$613.26 for the Town Garage Generator Maintenance which is a duplicate line item.

Selectman D. Cowles **SECONDED**;

#### Discussions:

**B. Aaronson: Page 4, Maintenance of Town Garage Generator** – Raised the concern that it appeared that Purchase Order (PO) #26804 for the maintenance of the Town Garage Generator was a duplicate line item from the last A/P report. J. Rupert, Town Administrator, confirmed that it was. The A/P report presented to the BOS totaled \$185,165.45 and should not include this duplicate line item. Consensus by the BOS to adjust the total approved amount in the final motion.

**M. Clarke: Page 12, Rock Salt Purchases** – Questioned the specific charges, including multiple rock salt deliveries. J. Rupert confirmed that the total costs presented, \$19K and \$3,500 for sand, are based on separate deliveries. M. Clarke estimated that each delivery was approximately \$2K per delivery, which J. Rupert confirmed as correct. G. Marrion asked if the Town was still within the budgeted allotment for this fiscal year. J. Rupert confirmed the Town is within the annual budget.

**G. Marrion: Page 16, STV Consulting Services** – Questioned the \$4,100 line item and if there were certain milestones that were being achieved. J. Rupert confirmed there are benchmarks and milestones being tracked and he has reached out to STV and is waiting for an update from the consulting firm.

**G. Marrion: Page 19, Mechanical/Energy Services** – Inquired if the \$13K cost associated with USA Mechanical Services, for the replacement of control valves, was budgeted for the fiscal year. J. Rupert stated that the payment was covered by capital budget and not part of the original Phase 2 quote.

**D. Cowles: Page 2, Library Copier Replacement** – Inquired if the \$5,728.00 cost to replace the library copier went over the approved budget. J. Rupert stated the cost of the replacement copier was anticipated and budgeted. He further stated that a cost overrun occurred associated with the amount of copies that were made during the year – not the replacement equipment.

**M. Clarke: Page 20 & 21, Uniform Costs** – Questioned why the town is paying for two different uniform vendors and can these costs be consolidated and/or put out to a cost competitive bid. J. Rupert stated that the two different vendors service two different town departments. Whereas the Building and Grounds Department purchases their uniforms directly from one vendor and launders their own uniforms. The Highway Department rents and launders their uniforms with the second vendor. J. Rupert stated that he can investigate alternative vendors and solicit a competitive bid.

#### **MOTION CARRIED; 6:0:0**

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

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

**5.0 Approval of Minutes:**

**a. December 30, 2025 – A/P Minutes**

B. Aaronson **MOTIONS to AMEND** Agenda Item 5.a to include the Recreational Grant Discussion meeting minutes along with the BOS A/P meeting minutes for December 30, 2025.

Selectman M. Clarke **SECONDED; MOTION CARRIED; 6:0:0**

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

M. Clarke **MOTIONS to APPROVE** December 30, 2025, BOS A/P & Recreational Grant Discussion meeting minutes as presented. Selectman T. Salder **SECONDED;**

**Discussion:**

- Page 3 of 7 - Typo acknowledged to correct the spelling of 'adjourn'

**MOTION CARRIED; 6:0:0**

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

**b. January 06, 2026 – Regular Meeting**

Selectwoman G. Marrion **MOVED to APPROVE** the January 06, 2026, BOS Regular meeting minutes. Selectman T. Salder **SECONDED;**

**Discussion:**

- Page 4 of 7, Agenda Item 8.0: Heritage Farm Lease Agreement - Typo acknowledged to correct the date to December 31.

**MOTION CARRIED; 6:0:0**

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

**6.0 Adjourn:**

M. Clarke **MOVED to ADJOURN** the meeting at **6:21 PM**.

Selectman B. Aaronson **SECONDED; MOTION CARRIED; 6:0:0**

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

Respectfully submitted by Andrea Vassallo, Recording Clerk

*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 &  
BUDGET WORKSHOP #1  
Wednesday, January 21, 2026, at 6:00 p.m.  
Town Hall & Zoom Meeting  
MEETING MINUTES**

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

<b>STAFF:</b>	James Rupert, Town Administrator
	William Call, Fire Marshal
	John Butrymovich, Supervisor, Buildings & Grounds
	Alexander J. "AJ" Golden, Supervisor, Highway Department
	Andrea Vassallo, Recording Secretary

**Call to Order:**

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

**1.0 Fire Marshal:**

**Town Staff Representative:** William Call, Bolton Fire Marshal.

**Board of Selectman (BOS) & Fire Marshal Budget Review & Discussion Summary**

There was an increase in building fires this year, leading to higher operational costs. The fire at the commercial business, Dean Cabinetry, required extensive investigation and collaboration with the State Fire Marshal’s office.

**Budget Review Discussion Topic Areas:**

- Equipment
- Supplies
- Fire Department Budget
- Fire Incident Costs & Responses
- Fire Response Types
- State Fire Marshal Support
- Compliance & Inspection Achievements
- Community Programs

### Department Line Item Review & BOS/Council Questions

At the request of the BOS W. Call addressed the following questions about specific line items within the budget for the Fire Department:

- The difference between fire equipment and supplies.
  - Fire equipment is used for purchasing tools and testing equipment, whereas
  - Fire supplies are more categorically defined as prevention materials.
- State Fire Marshal support services when provided are often at no cost, such as advanced tools and canine arson detection.
- Typically, more investigation time accrues cost expenditures.
- There are different costs associated with different call response types such as commercial vs. residential. W. Call gave examples of different house fire types such as occupied vs. unoccupied single-family homes.
- **Commercial Fires (Dean Cabinetry Fire):** Required more investigation and immediate notification to the State Fire Marshal due to the scale and potential loss.
  - Bolton hired an external electrician for a safety review (\$190 cost). Funds were appropriated and were approved by the BOS.
  - Bolton did not incur charges from other fire departments for their response support services.
  - The Fire Department incurred expenses for warming center expenses which are typical of long-duration incidents, although they rarely occur.
  - No cost food donations were received.
- **Residential Fires:** Varied in complexity; some require external agency involvement.

### Compliance & Inspection Achievements:

- The department is 100% compliant with statutory inspection obligations.
- Inspections vary by property type (businesses: every 3 years; residences, alcohol-serving, and gathering places: annually).
- W. Call acknowledged support from the BOS for adequate funding.

### Community Programs:

- **Senior Lock Box:** 26+ lock boxes installed throughout Bolton for emergency access, especially benefiting seniors in single-family homes.
- **School Education & Inspections:** Annual, unannounced school inspections and fire education programs.

### Fire Prevention Poster Contest:

- Fourth and fifth graders create posters, juried by seniors at the center, fostering intergenerational involvement and town pride.

## **2.0 Town Building Operations:**

**Town Staff Representative:** John Butrymovich, Supervisor, Bolton Buildings & Grounds Department

### **Board of Selectman (BOS) & Building & Grounds Department Budget Review & Discussion Summary**

J. Butrymovich stated the proposed budget for FY 26 is historically low, however, will incur a minor increase. Highlights included successful maintenance projects, and regulatory compliance. Retirement announcement of Building & Grounds Supervisor. The current staffing structure is that of:

- Six (6) core staff employees (4 maintainers, 1 custodian, 1 supervisor)
- One (1) part-time cemetery staff employee
- Four (4) seasonal lake employees

### **Budget Review Discussion Topic Areas:**

- Budget Adjustments
- Unexpected Expenses
- Staffing

At the request of the BOS J. Butrymovich addressed the following questions about specific line items within the budget for the Building & Grounds Department:

### **Budget Adjustments:**

- **Increase**
  - Payroll - Increase due to negotiated raises and moving longevity pay into regular payroll. FY 25 underspending was due to staff shortages.
  - Maintenance service repairs – Contractors' costs.
  - Communications – Slight increase due to the purchasing of cell phones and data plans.
  - Electricity – Currently pay nine (9) cents per kWh. Adjusting to new Supply rates and taxes.
  - Uniforms – Increase to provide additional staff clothing.
- **Decrease**
  - No annual purchase of beach sand - reallocation of \$3K.
  - Heating fuel due to lower natural gas prices
- **Maintain**
  - Training Funds and Professional Development Dues
  - Medical expenses – lifeguard and medical supplies
  - Equipment repair – small appliance and small motor.
  - Compliance costs associated maintaining statutory obligations.
  - Tree trimming operations costs.

Selectman T. Sadler asked if there was any specific reason for an increase in repairs and maintenance. Supervisor, J. Butrymovich stated the proposed FY 26 budget is at a historical low.

Selectman D. Cowles inquired if actuals budget cost are lower than projected, can money be shifted around to other budgeted line items. J. Butrymovich stated he is hesitant to shift money. The actual budget is conservatively estimated.

Selectman B. Aaronson stated there was a \$22K difference for maintenance and repairs from FY 25 to FY 26 and inquired for what purpose. J. Butrymovich unexpected repairs expenses such as (central air, boiler, fire dept. door). Monies were reallocated from payroll to pay for the differential costs.

**Upcoming Leadership Change:**

John Butrymovich, Supervisor, plans to retire on February 5, 2027, prompting discussions about restructuring the department. James Rupert, Town Administrator explained the historical context of the hiring process and potential finance impacts. He further encouraged the BOS to strongly consider looking at this historical information.

Consideration given to replacing the Supervisor role with a new established position, Director of Buildings and Grounds, of a similar job capacity as a Public Works Director with specific experiential and project management nuances. Consideration is further given to a series of new internal positions established across a variety of departments. Intention for the director's position to assist the First Selectman's office to oversee ongoing projects and grant administration. J. Rupert stated that additional future analysis and presentations are pending before the end of the FY 26 budget cycle review (over the next several weeks).

Selectman T. Sadler asked J. Rupert if an overall net budget increase would occur by establishing the position of Director. J. Rupert replied there would be a slight net increase, but he would work with J. Butrymovich on identifying potential financial impacts and conduct a salary survey.

**Seasonal Staffing:**

Potentially looking for another seasonal summer position and are valued. The FY 26 the budget should not be impacted. Student employment encouraged.

**3.0 Highway:**

**Town Staff Representative:** Alexander J. "AJ" Golden, Supervisor, Highway Department

**Board of Selectman (BOS) & Highway Department Budget Review & Discussion Summary**

The conversation highlights discrepancies in payroll expenditures compared to budget requests and the reasons behind them. The budget for road maintenance and repairs is discussed, emphasizing the need for careful planning and monitoring of expenditures. The budget for street sweeping is supported by Connecticut's "Nickle-Per-Nip" program, which is crucial for maintaining road cleanliness. The discussion revolves around the potential purchase of equipment for the highway department and its associated costs. Tree trimming services have been effectively managed, with a focus on maintaining town property.

**Budget Review Discussion Topic Areas:**

- Payroll & Staffing
- Tree Trimming
- Street Sweeping
- Road Repairs
- Road Maintenance Planning

At the request of the BOS Alexander J. "AJ" Golden addressed the following questions about specific line items within the budget for the Highway Department:

**Budget Adjustments**

- **Increase**
  - Minor payroll increase due to one (1) employee returning to FTE status, and longevity payments shifting from 90% pay to 100% pay.
  - Highway maintainers received a 3% increase.
  - Road repairs (minor increase)
  
- **Decrease**
  - Elimination of seasonal employees as there is no current need for summer help; previous funds have been reallocated.
  - Tree trimming
  
- **Maintain**
  - Overtime rates
  - Street sweeping

**Payroll**

Selectman B. Aaronson asked what reason was for the \$70K increase in payroll. A. Golden replied that there was one less FTE (full time employee) in FY 25 for half of the year. J. Rupert stated that he advised A. Golden to work with the Bolton Finance Department to confirm pay period timeframes and document the changes in payroll. He further stated that the Highway Department payroll increased by 4% but the overall budget went down \$2K and that benefits such as fringe costs, health insurance, and retirement benefits are covered by two separate contracts.

**Road Repairs**

The current budget request for road repairs is \$250,000, which is lower than previous expenditures of \$389K. Minor budget increase for materials and trucking costs, however \$100K was given back last year. Discussion ensued around the reliance on Town Aid Road funds from the state of Connecticut (\$100K) and that cost of road repairs is consistently going up and that the state funds do not cover the entire repair costs which is approximately \$500K. J. Rupert stated that the state funds are required to be exclusively used on town roads and shall not be used for non-town road repairs such as the Town Hall parking lot repaving project.

Selectman M. Clarke asked what the protocol is prioritizing road maintenance and repairs. A. Golden stated that there is a town road maintenance schedule and roads are categorized by numerous variables including

but not limited to usage, construction quality, catch basin and curb conditions, roadway base material deterioration rates, and full or partial reclamation.

A. Golden further stated that the average cost to mill and overlay an existing town road with no existing catch basins is approximately \$260K/mile. Replacement costs for a catch basin are approximately \$600/basin.

Several Selectman stated that prioritization, efficiency, and transparency is paramount. Discussion further ensued among all parties discussing previous local town road repairs in FY 25 and upcoming repairs for FY 26. J. Rupert stated that Bolton does a very good job at staying current with the scheduled maintenance and repairs for local town roads, he further stressed that municipalities should avoid bonding funds for road repairs to avoid long-term financial issues.

**Tree Trimming & Roadside Maintenance:**

Local tree trimming budget decreased due to the significant work by Eversource (electric utility company) crews. The Town is mostly caught up on hazardous tree removals on town property, citing dead Ash trees, and has been effectively managed.

**Street Sweeping:**

Discussion among the Selectman, A. Golden and J. Rupert ensued regarding the costs associated with town administered verse contracted street sweeping services as well as the budget for street sweeping is supported by Connecticut’s “Nickle-Per-Nip” program. A. Golden presented to the BOS the cost comparison of renting a hopper broom attachment verse owning the equipment outright. Further cost analysis is to be prepared by A. Golden and presented to the BOS and Administration at a later.

**15.0 Adjourn:**

B. Aaronson **MOVED to ADJOURN** the meeting **at 7:15 PM**. T. Sadler **SECONDED**.  
**MOTION CARRIED 7:0:0.**

Respectfully submitted by Andrea Vassallo, Recording Clerk

*Andrea Vassallo*

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

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11

**TO:** James Rupert, Town Administrator  
**FROM:** Patrice Carson, Consulting Director of Community Development  
**SUBJECT:** *Land Use Activity: October-December, 2025*

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**Zoning Regulations Review:** Working with PZC to try and streamline Zoning Regulations for users who want to do business in Bolton. Identifying obstacles and issues that have presented during practice and review – ongoing.

**Connecticut's Countryside Project:** Continuing to work with/assist town Businesses with getting on the website and using it for free “advertising” for their businesses and events. – ongoing.

**Housing Site Analysis Solicitation for CRCOG Regional Housing Strategy:** Application that was submitted for Cider Mill to be considered as a representation of areas for housing with little to no utilities was awarded. Work will begin in September. Staff met with CRCOG Representative & Goman & York Representatives to kick off Housing Strategy Study for Cider Mill Property – ongoing.

**Meetings or Calls about Property:**

137/122 West Street for appraisal/subdivision/sale  
Met with property owner regarding lot line reconfiguration process  
1230-1225 – questions about possible allowable uses (2 meetings)  
25 West Street for development options with appraiser.  
25 West Street for engineer and design of proposed development  
1 Notch Road – work left to be done for Special Permit/tree clearing  
87 Bolton Center Road – accessory building  
25 South Road – possible subdivision  
Cider Mill Property – status call with owner regarding possible development  
366 Boston Turnpike (Drive-In property) – Staff met with Developer to continue discussion re: development plans  
126 Hebron Road – possible development of property – 3 different interested parties  
Answered questions about Bolton's Affordable Housing Plan  
217 Hebron Road – development of property  
10-acre properties that might be available for a manufacturing business  
80 Brandy Street – reviewed/signed off on permit for new home  
1270 Boston Turnpike – reviewed/signed off on permit for kennel replacement

**Other:**

Attended Sustainability & Resiliency Week Webinar - Update From Senator Murphy's Office  
Attended CCAPA Meeting  
Attended 2-day SNEAPA Conference  
Attended CT DEEP's Partnerships in Parks Initiative: A Path to Expand Economic Development & Tourism and Support Local Businesses and Healthy Communities webinar

Nominated Robert Morra for Joel Cogen Lifetime Achievement Award  
Sent out Welcome Letter/Information to newly elected PZCers  
Attended CCM Annual Conference  
Quarterly Staff meeting (2 hrs)  
Prepared DRAFT/submitted APPROVED schedule of 2026 PZC Regular Meeting Dates.  
Attended CRCOG Priority Pathways Advisory Committee Meeting. (1½ hrs)  
Attended CRCOG Priority Pathways Committee Public Hearing. (1 hr)  
Attended CRCOG Technical Advisory Housing Committee Meeting. (1 hr)  
Attended town staff meeting (2 hrs)  
Prepared draft 2026-27 PZC budget/Submitted approved 2026-27 PZC budget  
Prepped for/attended/follow up for 3 PZC Meetings

**Central Regional Tourism District Annual Board Meeting:** Attended the Quarterly Meeting and presented an update on Connecticut's Countryside website and business activities in Bolton.

**Training:**

- Completed cyber training (KnowBe4)
- Third Places as Social Economic Infrastructure (2½ hrs)
- Let's Talk Housing! Public meeting – part of CRCOG Regional Housing Strategy (2 hrs)
- CT Trail Finder: A Tool for Trail Users and Managers (1hr)
- Attended 2 CTCMA Quarterly Meeting (1½ hrs)
- Attended 2-day Connecticut Affordable Housing Conference
- AdvanceCT Monthly Partners Meetings (1¼ hrs)

Serve on **CRCOG Priority Pathways Advisory Committee:** met to review data collected from surveys and events – ongoing.

Serve on **CRCOG Regional Housing Strategy Steering Committee:** as a representative of small towns with limited utilities for housing development – ongoing.

Serve on **CRCOG Cost Review Subcommittee:** representing the town of Bolton for monthly meetings and sometimes chair the meeting – ongoing. (½ hr)

Serve on **CRCOG Transportation Committee:** representing the town of Bolton for monthly meetings and sometimes chair the meeting – ongoing. (1½ hrs)

Serve on **CRCOG Bike/Ped Committee:** representing the town of Bolton for quarterly meetings – attended and ongoing. (2 hrs)

Serve on **CRCOG Brownfield Steering Committee:** representing the town of Bolton for quarterly meetings – attended and ongoing. (1 hr)

**TO:** James Rupert, Town Administrator  
**FROM:** Patrice Carson, Consulting Director of Community Development  
**SUBJECT:** *Land Use Activity: January-June, 2025*

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**Subdivision Regulation Review for Codification:** Received comments back from General Code. Reviewed with PZC to incorporate General Code changes. Public Hearing held, codification passed and adopted. New Subdivision Regulations sent to/filed with/posted with appropriate parties.

**Zoning Regulations Review:** Working with PZC to try and streamline Zoning Regulations for users who want to do business in Bolton. Identifying obstacles and issues that have presented during practice and review – ongoing.

**Hop River Trail Connection:** Worked with 271 Hop River Road gas station, town Wetlands Agent, and State to get trail connection from the new gas station to the Hop River Trail. Trail is complete and connected. Waiting for signage to be posted.

**Connecticut's Countryside Project:** Continuing to work with/assist town Businesses with getting on the website and using it for free “advertising” for their businesses and events. Working on putting together a Fall Summit for Businesses on AI and how to use it in business – ongoing.

**Bolton Grown:** Revising Bolton Grown pamphlet for active farms in Bolton – ongoing.

**Housing Site Analysis Solicitation for CRCOG Regional Housing Strategy:** Compiled information for two sites in Bolton and submitted applications to be considered as a representation of areas for housing with little to no utilities. This is a competitive process which will be awarded during the summer – ongoing.

**Meetings or Calls about Property:**

271 Hop River Road – Adding Dunkin Donuts – approved

1 Notch Road – change of owner

7 Loomis Road – change of Regulation regarding age requirements for tenants – approved

166 Turnpike Road – 7 new modular home replacements – approved

310 Hop River Road – questions about outdoor lot sales

17/15 Shady Lane – possible subdivision

1225 Boston Turnpike – possible development

Cider Mill Property – met with owner regarding possible development; applied for State Site Selector advertisement

366 Boston Turnpike (Drive-In property)– possible development

60 South Road – met with appraiser

Clark Road – possible lot line reconfiguration

Met with an individual interested in possible cluster housing development

**Other:**

Collected Data and Submitted for Town Profiles and Data Report as requested.

Compiled Aquifer Protection list and submitted to the state.

Interviewed possible UConn Interns

Applied for the Diana Donald Scholarship for intern but was not awarded.

**Lot Line Reconfigurations:**

Clark Road

**Central Regional Tourism District Annual Board Meeting:** Attended the Annual Meeting and presented a brief explanation of Connecticut's Countryside website and business activities in Bolton.

**Training:**

- How Community Engagement Strengthens Small Cities and Towns (ICMA)
- 2025 APA Trend Report for Planners: Shape the Future
- CRCOG Vision Zero Workshops
- CRCOG Planning and Development Forum: Regional Roundtable of Local Planners and Economic Development Staff
- CRCOG Automated Traffic Enforcement Roundtable
- CTDOT Local Bridge Program & Connectivity Grant Programs Webinar
- AdvanceCT Monthly Partners Meetings
- ROUND TABLE DISCUSSION FOR MUNICIPAL PARTNERS: Draft of the State of Connecticut 2025-2029 Consolidated Plan for Housing and Community Development
- CRCOG Crash Data Review #1-Safety Action Plan
- Rural Communities, Walkability and Quality of Life Webinar
- Safe Streets and Roads for All (SS4A) Grant Workshop
- Making Rural Roads Safe for All (FHWA Roadway Safety Webinar Series)
- ICMA Webinar AI and Public Employees
- ICMA Listening Session
- CRCOG Annual Meeting
- CTCMA Annual Meeting

Serve on **CRCOG Priority Pathways Advisory Committee:** pop up survey event planned in town this summer – ongoing.

Serve on **CRCOG Regional Housing Strategy Steering Committee:** as a representative of small towns with limited utilities for housing development – ongoing.

Serve on **CRCOG Cost Review Subcommittee:** representing the town of Bolton for monthly meetings and sometimes chair the meeting – ongoing.

Serve on **CRCOG Cost Review Subcommittee:** representing the town of Bolton for monthly meetings and sometimes chair the meeting – ongoing.

Serve on **CRCOG Bike/Ped Committee:** representing the town of Bolton for quarterly meetings – ongoing.

Serve on **CRCOG Brownfield Steering Committee:** representing the town of Bolton for quarterly meetings – ongoing.

Serve on **CRCOG Regional POCD Technical Advisory Committee:** the CRCOG Plan of Conservation and Development (POCD) was adopted.

**TO:** James Rupert, Town Administrator  
**FROM:** Patrice Carson, Consulting Director of Community Development  
**SUBJECT:** *Land Use Activity: July-September, 2025*

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**Zoning Regulations Review:** Working with PZC to try and streamline Zoning Regulations for users who want to do business in Bolton. Identifying obstacles and issues that have presented during practice and review – ongoing.

**Connecticut’s Countryside Project:** Continuing to work with/assist town Businesses with getting on the website and using it for free “advertising” for their businesses and events. Working on putting together a Fall Summit for Businesses on AI and how to use it in business – ongoing. Prepped for/attended a CTs Countryside Staff Meeting and a CTs Countryside Steering Committee meeting. (1½ hrs)

**Housing Site Analysis Solicitation for CRCOG Regional Housing Strategy:** Application that was submitted for Cider Mill to be considered as a representation of areas for housing with little to no utilities was awarded. Work will begin in September – ongoing.

**Meetings or Calls about Property:**

271 Hop River Road – Adding Dunkin Donuts with Drive-thru – approved  
Appraiser for property on Loomis Street and Lyman Road  
Answered questions about trail access from 271 Hop River Road to Hop River Trail  
1230-1225 – questions about foreclosure and possible allowable uses  
366 Boston Turnpike – questions about storage units  
89 French Road – possible subdivision  
2812 Boston Turnpike – possible development  
Cider Mill Property – met twice with owner and Attorney regarding possible development  
34 Tunxis Trail – septic and well questions  
74 Cider Mill Road – lot coverage questions  
366 Boston Turnpike (Drive-In property)– Discussed development plans/scheduled meeting  
Food Trucks in town  
51 Loomis Road – permit for duplex  
17 Howard Road – reviewed/approved permit PL-25-6 for waste storage tank  
Hebron Road – subdivision questions  
senior housing development questions  
271 Hop River Road – spoke with/got information for the press re: new Dunkin’ opening

**Other:**

Met with Eric Anderson re: connectivity across Route 6 to Hop River Trail  
Quarterly Staff meeting (2 hrs)  
Prepared DRAFT schedule of 2026 PZC Regular Meeting Dates.  
Attended meeting to discuss CT COGs, CCM and COST proposed alternative to Housing Bill 5002 looking for CCAPA leadership feedback. (1½ hrs)

Attended with Town Staff CRCOG Regional Transportation Safety Plan Meeting #1. (1¼ hrs)  
Annual review of regulations for compliance with 8-3j report to State of CT  
Attended CRCOG Technical Advisory Housing Committee Meeting. (1 hr)  
Reviewed/responded to a CRCOG survey regarding FEMA changing adoption requirements for Hazard Mitigation Plans

**Lot Line Reconfigurations:**

Stony Road – lot line reconfiguration and addition  
Englands on Boston Turnpike – lot line reconfiguration to combine property

**Training:**

- Completed cyber training (KnowBe4)
- Identifying Housing Needs in Your Town with the Housing Data Profiles
- AdvanceCT Monthly Partners Meetings (1¼ hrs)
- Quarterly Planning & Development Forum – presentation about Connecticut’s new Release-Based Cleanup regulations that will impact brownfield redevelopment (1 hr)

Serve on **CRCOG Regional Housing Strategy Steering Committee:** as a representative of small towns with limited utilities for housing development – ongoing. (1½ hrs)

Serve on **CRCOG Bike/Ped Committee:** representing the town of Bolton for quarterly meetings – attended and ongoing. (2 hrs)

Serve on **CRCOG Brownfield Steering Committee:** representing the town of Bolton for quarterly meetings – attended and ongoing. (1½ hrs)

## HIGHLIGHTS FEBRUARY 2026 BOS MEETING

SUBMITTED BY: James Rupert

- Participated in the CRCOG policy board meeting
- Participated in CRCOG Executive Board Meeting
- We are working on budget and budget preparation documents
- Worked with the Finance Committee on the CAPA budget
- STV has completed most of the site visits and will finish them this week. They will then work on aligning programmatic needs with the available space. They are also working on detailed enrollment projections.
- We rescheduled our kickoff meeting for the Fire Department strategic plan due to weather but Chief Dixon has sent them requested data
- The Selectman's Office has completed mapping supervisors in the Tyler system and we have training scheduled
- We have added the budget detail to the budget worksheets
- We monitored the major snowstorm event and managed town operations from our home locations
- We completed the public hearing with the Inland Wetlands Commission and received approval for the community septic system project
- Held a very successful coffee and conversation at the Senior Center and have planned the next one which will take place just before the regular Finance Committee meeting
- Completed drafting and posting the bid specifications for the Memorial Field playground improvements
- We have fielded many phone calls about mailboxes after the storm as well as trash pickup calls
- We are working with Novus to assess hardware needs for the rest of this fiscal year using the inventory document we created
- We worked with the resident troopers to ask that vehicles be removed from the roadways before the snowstorm
- The union contract for highway has been signed by all parties
- We completed the quarterly report on trash and recycling
- We have been working on posting for the soon to be open positions which include the recreation director and mechanic
- We have posted the MS4 information regarding stormwater management

Respectfully Submitted,

James Rupert