



Town of Bolton

222 BOLTON CENTER ROAD • BOLTON, CT 06043

February 27, 2026

Dear Jim, Rodney and the Bolton Board of Selectmen:

Please accept this letter as formal notification that I am resigning from my position as Emergency Management Director for the Town of Bolton, effective Friday, March 13, 2026.

I am grateful for the opportunity to have served the Town in this role. It has truly been a learning experience, and the knowledge I have gained is immeasurable. It has been a privilege to work alongside dedicated colleagues and community partners to support preparedness, response, and recovery efforts on behalf of our residents. The experience has been both professionally rewarding and personally meaningful.

During my final days, I am committed to ensuring a smooth transition of my responsibilities and am happy to assist in any way possible prior to my departure, including providing documentation, guidance, or support as needed.

Thank you again for providing me with the opportunity to learn and serve the Town of Bolton.

Sincerely,


Kathy McCavanagh

6d.



Town of Bolton

222 BOLTON CENTER ROAD • BOLTON, CT 06043

TAX COLLECTOR
(860) 649-8066 EXT. 101

2/12/26

TO: Board of Selectmen

RE: Budget referendum dates

In order for taxes to be processed and mailed by June 30th the mill rate needs to be set by June 15, or as close to that date as possible. The sooner the mill rate is established, the sooner tax bills can be issued and paid.

As discussed previously with the Finance Committee, the following dates should allow us to meet this timeline.

May 5	June 2
May 19	June 16

These dates are scheduled every two weeks and avoid Memorial Day week, which were the concerns of the register of voters. If town meetings can be coordinated around this schedule, I believe these represent the most effective referendum dates.

Bolton has historically been able to pass a referendum by the fourth vote. Planning for that gives the best chance scenario of getting the bills out for July 1st and avoiding delayed or supplemental billing.

Prioritizing the tax bill process as part of the overall budget process is important because:

- It helps to ensure the correct tax amounts are issued to taxpayers and escrow companies, reducing confusion caused by delayed or supplement billing.
- It maximizes interest earnings not only in the Town's bank accounts but also in timely tax collections, which helps keep taxes down.
- It improves efficiency which increases taxpayer confidence in the Town.
- It avoids the need for widespread supplemental tax bills or refunds, which are costly and require significant staff time.

Setting the referendum schedule with these considerations in mind will position the Town to manage the budget and tax collection process as effectively as possible.

I appreciate your consideration of these dates.

Lori Bushnell
Tax Collector

**TOWN OF BOLTON
REGISTRAR OF VOTERS**

601.

February 10, 2026

Dear Board of Selectmen,

The Registrars ask the Selectmen to adopt the following proposal 2026 voting.

Referenda

- **All referenda will start at 12:00 noon and continue to 8:00 p.m.**
RATIONALE: The Elections department budget was for four referenda, not the six we had. We must reduce expenses accordingly. Additionally, taxpayers have said that the budget referenda cost too much; this is a way to accommodate them. By announcing this plan up front, we will not be changing voter expectations midway through.
- **The referenda will start at St. Maurice Parish Center in May and move to the Bolton High School Commons when school closes in June.**
RATIONALE: St. Maurice Parish Center, unlike the Commons room, is not airconditioned and not suited for use in hot weather. This way the move is planned and avoids changing voter expectations midstream.
- **Schedule**
05/19, St. Maurice
06/02, St. Maurice
06/16, St. Maurice
06/30, St. Maurice
07/14, BHS Commons
07/28, BHS Commons

Office located in the 104 Notch Road Temporary Building

Mailing address

222 Bolton Center Road, Bolton, CT 06043
Tel. 860-533-1243 Fax 860-649-3187

Republican Registrar
Ross Lally

**TOWN OF BOLTON
REGISTRAR OF VOTERS**

Democratic Registrar
Sandra W. Pierog

Primary

- **Early Voting**
08/03 – 08/09
Registrars' Office, Notch Road Temporary Municipal Building
- **Election Day Voting**
08/11
District 1: Bolton Center School Gymnasium
District 2: Bolton High School Commons

General Election

- **Early Voting**
10/19 – 11/01
Registrars' Office, Notch Road Temporary Municipal Building
- **Election Day Voting**
11/03
District 1: Bolton Center School Gymnasium
District 2: Bolton High School Commons

Thank you for your consideration.

Sincerely,
Ross Lally, Sandra Pierog
Registrars of Voters, Bolton, CT

Office located in the 104 Notch Road Temporary Building

Mailing address

222 Bolton Center Road, Bolton, CT 06043
Tel. 860-533-1243 Fax 860-649-3187

Motion: Pam Sawyer moved that the Veterans Commission recommend to the Board of Selectmen approval of the property tax exemption for the surviving spouse of a service member killed in action while performing active military duty, as authorized under Public Act 25-168, and that the matter be placed on a future Board of Selectmen agenda. **2nd:** Paul Toomey **Vote:** Motion passed unanimously.

a. Meeting dates for 2026.

The Commission discussed meeting dates for the month and voted to hold meetings on the third Thursday of each month at 3:00 p.m., except in July and August.

b. General discussion of priorities for the Commission

Pam Sawyer requested that two items be added to a future agenda.

Item 1: Consideration of establishing a retired flag repository at the transfer station to allow for proper flag disposal without requiring the purchase of a ticket. This could be done in partnership with the Boy Scouts.

Item 2: Pam Sawyer proposed that the Veterans Commission sponsor a presentation by Kevin Thompson in collaboration with the Historical Society. She will gather date availability and is tentatively planning for spring or fall.

7. Adjourn.

The meeting was adjourned at 2:14 p.m.

*Respectfully Submitted,
Suellen Kamara*

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

CCA

Rachel Clark
110 West Street
Bolton, CT 06043
Rachelgomez101@yahoo.com
860-250-8838

December 30, 2025

Dear Members of the Board of Selectmen,

I am writing to respectfully request that the Town of Bolton consider adopting an ordinance to implement the municipal option provided under Section 241 Public Act 25-168 (HB 7287) for the 10/1/2026 Grand List.

Adoption of this municipal option would allow the Town to grant a property tax exemption to the surviving spouse—while such person remains a widow or widower—of an individual who was killed in action while performing active military duty with the armed forces, as defined in subsection (a) of section 27-103 of the Connecticut General Statutes, provided that the surviving spouse is a resident of the municipality. A biennial application to the Assessor is required.

I respectfully request that this matter be placed on the agenda for discussion and consideration at the next available meeting of the Board. I would be happy to provide any additional information or research that may assist in the review of this proposal.

Thank you for your time, service, and dedication to our community.

*Sincerely,
Rachel Clark*



Town of Bolton

Assessors Office
222 Bolton Center Road • Bolton, CT 06043
860-649-8066/860-643-0021 (fax)

June 25, 2025

To: Bolton Board of Selectmen

From: Assessor's Office, Kara J. Fishman, Assessor

Re: Changes in Legislation Affecting Veterans under Public Act 25-168

In the 2024 legislative session, Public Act 24-26 added CGS Section 12-81(83), permitting the exemption of the dwelling house of a 100% Permanently and Totally Disabled veteran. If the veteran does not own his residence, the exemption would apply to a motor vehicle.

Public Act 25-168 (HB 7287) was passed at the 2025 legislative session, adding municipal options to this program and requiring an application process. Based on the prior interest of the BOS in this subject, I wanted to summarize these changes in case the Board wants to implement any of the municipal options for the 2025 Grand List year.

Section 233: Adds CGS 12-81(83)(E), for a municipal option to exempt up to 2 acres of the lot upon which the house is located, in addition to the dwelling exemption.

Adds CGS 12-81(83)(F), a municipal option to exempt the dwelling of the surviving spouse of a 100% permanently and totally disabled veteran who died prior to 10/1/2024 and after a date specified by the town, so long as the spouse remains unmarried.

Adds CGS 12-81(83)(G), a municipal option to limit the exemption under 12-81(83) to the median assessed value of residential dwellings in the town for that Grand List year. "Residential" is not defined but could be limited to the median assessed value of single family dwellings.

Section 235: Requires an annual application form, to be provided by OPM, for the exemption under 12-81(83), requiring the veteran to attest that the exemption is only being requested in one municipality in CT.

Section 240: Provides a municipal option to exempt persons that are totally disabled and unable to work (unemployable) but without the 100% disability rating from the VA. Also allows a municipal option to exempt the dwelling of the surviving spouse of a totally disabled and unemployable veteran who



Town of Bolton

Assessors Office
222 Bolton Center Road • Bolton, CT 06043
860-649-8066/860-643-0021 (fax)

died prior to 10/1/2024 and after a date specified by the town, so long as the spouse remains unmarried.

Section 241: Municipal option to exempt the dwelling of the surviving spouse of a person killed in action while on active duty. An application form prepared by the Assessor is required biennially to be filed by October 1. The application must be accompanied by the attestation of two disinterested persons indicating the veteran was active duty when killed in action, which must be filed with the Town Clerk. There are additional municipal options to exempt up to 2 acres of the lot upon which the house is located, in addition to the dwelling, and the option to exempt the median assessed value of residential dwellings instead of the actual dwelling assessment.

Section 242: Municipal option to exempt the dwelling of the parent of a person killed in action. The exemption is income-based and can be up to \$25,000 above the unmarried income level allowed for the Additional Veterans exemption. The Additional Veterans has a maximum income limit of \$45,200 for unmarried persons on the 2025 GL.

Please let me know if you want additional information.

FY2026 February 28, 2026										
	Adopted Budget	Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	% Expended	FY25	FY24	FY23
Administration	\$ 779,208.00	\$ 779,208.00	\$ 461,333.83	\$ 317,874.17	\$ 8,694.74	\$ 309,179.43	60.32%	51.40%	59.51%	47.91%
Board of Finance	\$ 3,000.00	\$ 3,000.00	\$ 700.00	\$ 2,300.00	\$ -	\$ 2,300.00	23.33%	21.30%	26.53%	21.93%
Financial Administration	\$ 250,595.00	\$ 250,595.00	\$ 164,168.84	\$ 86,426.16	\$ 422.16	\$ 86,004.00	65.68%	61.16%	65.25%	60.57%
Auditing	\$ 45,000.00	\$ 45,000.00	\$ 15,500.00	\$ 29,500.00	\$ -	\$ 29,500.00	34.44%	22.22%	17.78%	79.31%
Assessor	\$ 168,832.00	\$ 168,832.00	\$ 108,567.95	\$ 60,264.05	\$ 243.00	\$ 60,021.05	64.45%	66.05%	62.94%	61.97%
Tax Collector	\$ 106,010.00	\$ 106,010.00	\$ 69,249.61	\$ 36,760.39	\$ -	\$ 36,760.39	65.32%	70.99%	66.60%	58.99%
Fringe Benefits	\$ 1,166,875.00	\$ 1,166,875.00	\$ 835,036.76	\$ 331,838.24	\$ -	\$ 331,838.24	71.56%	65.46%	64.19%	56.88%
Town Clerk	\$ 150,756.00	\$ 150,756.00	\$ 100,463.12	\$ 50,292.88	\$ 2,728.00	\$ 47,564.88	68.40%	68.40%	69.10%	64.77%
Land Use	\$ 477,150.00	\$ 477,150.00	\$ 266,744.26	\$ 210,405.74	\$ 64,652.50	\$ 145,753.24	69.45%	66.81%	61.64%	67.47%
Planning & Zoning	\$ 4,000.00	\$ 4,000.00	\$ 774.31	\$ 3,225.69	\$ -	\$ 3,225.69	19.36%	21.23%	18.58%	45.19%
Zoning Board of Appeals	\$ 1,650.00	\$ 1,650.00	\$ 150.00	\$ 1,500.00	\$ -	\$ 1,500.00	9.09%	28.22%	17.69%	38.37%
Property Insurance	\$ 167,363.00	\$ 167,363.00	\$ 96,813.53	\$ 70,549.47	\$ -	\$ 70,549.47	57.85%	54.86%	55.06%	55.98%
Probate	\$ 7,000.00	\$ 7,000.00	\$ 6,365.00	\$ 635.00	\$ -	\$ 635.00	90.93%	0.00%	83.48%	94.92%
Inlands/Wetlands	\$ 2,235.00	\$ 2,235.00	\$ 831.24	\$ 1,403.76	\$ -	\$ 1,403.76	37.19%	50.69%	26.21%	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	\$ 53,662.07	\$ 65,666.93	\$ 2,915.98	\$ 62,750.95	47.41%	40.30%	30.22%	63.41%
Police	\$ 301,300.00	\$ 301,300.00	\$ 1,081.20	\$ 300,218.80	\$ -	\$ 300,218.80	0.36%	1.76%	0.43%	0.39%
Fire Commission	\$ 296,089.00	\$ 296,089.00	\$ 125,770.69	\$ 170,318.31	\$ 76,353.48	\$ 93,964.83	68.26%	60.30%	70.59%	65.10%
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	\$ 18,410.43	\$ 13,579.57	\$ -	\$ 13,579.57	57.55%	56.16%	43.12%	34.30%
Emergency Management	\$ 11,320.00	\$ 11,320.00	\$ 4,905.71	\$ 6,414.29	\$ -	\$ 6,414.29	43.34%	31.00%	33.94%	57.98%
Highways and Streets	\$ 973,967.00	\$ 973,967.00	\$ 715,862.07	\$ 258,104.93	\$ 42,101.65	\$ 216,003.28	77.82%	69.07%	63.21%	70.37%
Parks/Town Building Ops	\$ 866,019.00	\$ 866,019.00	\$ 596,741.54	\$ 269,277.46	\$ 8,190.24	\$ 261,087.22	69.85%	60.26%	62.99%	56.50%
Public Health Admin	\$ 29,730.00	\$ 29,730.00	\$ 22,296.84	\$ 7,433.16	\$ -	\$ 7,433.16	75.00%	75.00%	75.46%	73.75%
Veterans' Commission	\$ 600.00	\$ 600.00	\$ 75.00	\$ 525.00	\$ -	\$ 525.00	12.50%	21.27%	0.00%	
Seniors / Social Services	\$ 197,643.00	\$ 197,643.00	\$ 120,819.61	\$ 76,823.39	\$ 2,540.00	\$ 74,283.39	62.42%	67.63%	62.63%	59.92%
Library	\$ 320,647.00	\$ 320,647.00	\$ 215,498.32	\$ 105,148.68	\$ 13,557.86	\$ 91,590.82	71.44%	69.94%	68.27%	64.99%
Conservation	\$ 3,140.00	\$ 3,140.00	\$ 1,267.35	\$ 1,872.65	\$ -	\$ 1,872.65	40.36%	0.00%	0.00%	
Waste Collection	\$ 727,830.00	\$ 727,830.00	\$ 435,584.40	\$ 292,245.60	\$ -	\$ 292,245.60	59.85%	51.28%	56.77%	54.39%
Totals	\$ 7,224,278.00	\$ 7,224,278.00	\$ 4,445,173.68	\$ 2,779,104.32	\$ 222,399.61	\$ 2,556,704.71	64.61%	46.17%	51.51%	56.89%

2

**TAX COLLECTOR
1.31.26**

	ADOPTED	REVISED	COLLECTIONS YTD	Credit that was rolled over from 23 GL				RETURNED PAYMENTS	TAX COLL. TRANSFERS	NET COLLECTION 1.31.26	PERCENTAGE COLLECTED FY 26 BUDGET
CURRENT YR. LEVY	\$ 17,650,363.00	\$ 17,650,363.00	\$ 17,543,955.35	\$ 360,551.75	\$ (23,594.25)	\$ (48,900.45)	\$ 69.11	\$ 17,832,081.51	101.03%		
MOTOR VEHICLE	\$ 1,706,973.00	\$ 1,706,973.00	\$ 1,565,033.63	\$ -	\$ (3,572.41)	\$ (604.33)	\$ (425.89)	\$ 1,560,431.00	91.42%		
SUPP. MV LEVY	\$ 175,000.00	\$ 175,000.00	202,691.60	\$ -	\$ (248.97)	\$ (25.84)	\$ 374.38	\$ 202,791.17	115.88%		
SUB TOTAL	\$ 19,532,336.00	\$ 19,532,336.00	\$ 19,311,680.58	\$ 360,551.75	\$ (27,415.63)	\$ (49,530.62)	\$ 17.60	\$ 19,595,303.68	100.32%		
PRIOR YEARS	\$ 85,000.00	\$ 85,000.00	\$ 105,699.93	\$ -	\$ (3,419.71)	\$ (370.21)	\$ (16.34)	\$ 101,893.67	119.87%		
INTEREST & FEES	\$ 65,000.00	\$ 65,000.00	\$ 52,466.44	\$ -	\$ -	\$ (51.77)	\$ (1.26)	\$ 52,413.41	80.64%		
TOTAL	\$ 19,682,336.00	\$ 19,682,336.00	\$ 19,469,846.95	\$ 360,551.75	\$ (30,835.34)	\$ (49,952.60)	\$ 0.00	\$ 19,749,610.76	100.34%		

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
101.03%					
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: Conservation Commission

Transfer \$85.00 from category Other Prof Services to category Dues & Fees

(within budget) from 53400 to 58100

Transfer \$ _____ from Budget _____ to Budget _____

from category _____ to category _____

from _____ - _____ - _____ - _____ - _____ - _____

to _____ - _____ - _____ - _____ - _____ - _____

Other \$ _____

Explanation: Transfer within budget to fund 2026 CLCC Membership and Conference Discount

Signature

Title

Date

Board of Selectmen

Approved

Comments:

Approved 2/20/26

Robert DePietro

Rodney Fournier

Yes

No

Gwen Marrion

Mather Clarke

Tim Sadler

Bryce Aaronson

David Cowles

Robert DePietro

Date 2/20/26

TOWN OF BOLTON
BOARD OF SELECTMEN MEETING
Tuesday, February 03, 2026, at 6:30 p.m.
Town Hall & Zoom Meeting
MOTIONS

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

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

Members of the Public:

1.0 Call to Order:

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

2.0 Pledge of Allegiance

The BOS said the Pledge of Allegiance.

3.0 Public Comment

Carl Preuss, 158 Brandy Street

Bob Morra, 15 Tinker Pond Road

Ron Carbone, 15 Birch Mountain Road Ext.

5.0 Appointments:

a. Chris Fiano – Temporary Building Committee

Selectman R. Fournier **MOVED to APPOINT** Chris Fiano as a full member of the Temporary Building Committee. Selectman D. Cowles **SECONDED; MOTION CARRIED; 5:0:0**

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

b. Jessica Webb-Kuzmickas - Temporary Building Committee

Selectman R. Fournier **MOVED to APPOINT** Jessica Webb-Kuzmickas as a full member of the Temporary Building Committee. Selectman B. Aaronson **SECONDED; MOTION CARRIED; 5:0:0**

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

c. Andrew Broneill - Temporary Building Committee

Selectman R. Fournier **MOVED to APPOINT** Andrew Broneill as a full member of the Temporary Building Committee. Selectman B. Aaronson **SECONDED; MOTION CARRIED; 5:0:0**

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

Selectman D. Cowles **MOVED to ADD** under Agenda Item 5d: Appointments, candidate Tim Salder for consideration as a full member to the Temporary Building Committee. Selectman B. Aaronson **SECONDED; MOTION CARRIED; 5:0:0**

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

d. Tim Sadler - Temporary Building Committee

Selectman R. Fournier **MOVED to APPOINT** Tim Sadler as a full member of the Temporary Building Committee. Selectman B. Aaronson **SECONDED; MOTION CARRIED; 5:0:0**

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

6.0 Correspondence:

a. Jon Treat (Highway Department) – Resignation

Selectman R. Fournier **MOVED to ACCEPT** the resignation of Jon Treat from the Bolton Highway Department. Selectman B. Aaronson **SECONDED; MOTION CARRIED; 5:0:0**

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

b. Stephanie Crane (Recreation Department) - Resignation

Selectman R. Fournier **MOVED to ACCEPT** the resignation of Stephanie Crane from the Bolton Recreation Department. Selectman B. Aaronson **SECONDED; MOTION CARRIED; 5:0:0**

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

Abstain	0
----------------	---

7.0 New Business:

a. Consider and Possibly Act on Capital Budget

Selectman D. Cowles **MOVED to TABLE** the potential action of the Capital and BOE Budgets no later than the first Board of Selectmen meeting of March 2026.

Selectwoman G. Marrion **SECONDED; MOTION CARRIED; 5:0:0**

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

b. Consider and Act on Resolution for Parks and Recreation Grant

Selectwoman G. Marrion **MOVED to AUTHORIZE** First Selectman Rodney Fournier to sign the resolution to accept the \$250K Parks and Recreation Grant.

Selectman B. DePietro **SECONDED; MOTION CARRIED; 5:0:0**

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

c. Discuss Streetlight on Rt 44 Near Dollar General

Selectman B. DePietro **MOVED to APPROVE** the installation of a new streetlight at the intersection of Route 44, near the Dollar General, and assume the monthly use charge of approximately \$18/month.

Selectman D. Cowles **SECONDED; MOTION CARRIED; 5:0:0**

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

10.0 Approval of Minutes:

a. January 13, 2026 – A/P Meeting

Selectman D. Cowles **MOVED to APPROVE** January 13, 2026, A/P Meeting Minutes as presented.
Selectman B. Aaronson **SECONDED; MOTION CARRIED; 4:0:1**

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

b. January 21, 2026 – Budget Workshop #1

Selectman D. Cowles **MOVED to TABLE** January 21, 2026, Budget Workshop Meeting Minutes.
Selectman B. Aaronson **SECONDED; MOTION CARRIED; 5:0:0**

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

13.0 Adjourn:

D. Cowles **MOVED to ADJOURN** the meeting **at 7:50 PM**. Selectman B. Aaronson **SECONDED**.
MOTION CARRIED 5:0:0.

Respectfully submitted by Andrea Vassallo, Recording Clerk

Andrea Vassallo

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

Originals Printed on 100% Recycled Paper – Earth Day and Every Day



**TOWN OF BOLTON
BOARD OF SELECTMEN MEETING &
BUDGET WORKSHOP #4
Thursday, February 05, 2026, at 6:00 p.m.
Town Hall & Zoom Meeting
MEETING MINUTES**

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

STAFF:	James Rupert, Town Administrator
	Richie McKinnon, Chief Building Official/Land Use Dept. Head, via Zoom
	Elizabeth Thornton, Library Director
	Various, Library Staff
	Patrice Carson, AICP, Consulting Town Planner, via Zoom
	Kawan Gordon, Vice Chair Planning & Zoning Commission, via Zoom
	Andrea Vassallo, Recording Secretary

Call to Order:

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

1.0 Building & Land Use:

Town Staff Representative: Richie McKinnon, Building Official/ Land Use Dept. Head

Board of Selectman (BOS) & Building & Land Use Budget Review & Discussion Summary

The Building Department provides building inspection services to Bolton and four other towns (Ashford, Wilmington, Andover, Marlborough) through a shared services model.

Staffing: 2 full-time inspectors, 2 part-time inspectors, and administrative support.

Budget Review Discussion Topic Areas:

- Payroll increases
- Shared inspection service model
- Other various line items from the budget, see below.

Budget Adjustments:

- **Increase**
 - Payroll - Payroll increases are offset by contract revenue from other towns.

- Municipal Code Book Resubscription (every three years), approximately \$1000.
- **Maintain**
 - Permit and contract fees largely offset expenses

Department Line Item Review & BOS/Council Questions

- **Details of Budget**
 - The total cost for the Building Department is around \$180,000.
 - **Overtime:** is budgeted only for inspectors, not the department head.
 - **Training:** Required for continuing education credits (CEUs) for inspectors.
 - **Professional & Technical Services:** Covers contracted roles (town planner, zoning officer, wetlands agent).
 - **Supplies:** Notable increase due to mandatory code subscription renewals every three years (approx. \$1,000 for digital code, \$300 for electrical code).
- **Contracts with Other Towns:** Revenue is billed quarterly and covers most department costs; permit revenue brings the department to a near break-even point.

2.0 Library:

Town Staff Representative: Elizabeth Thornton, Library Director

Board of Selectman (BOS) & Library Budget Review & Discussion Summary

The library budget presentation outlines the staffing, operational costs, and services provided to the community.

- Staffing: 1 full-time director, 4 part-time union staff (25 hrs/week each), 2 high school pages (13 hrs/week combined), and substitute staff as needed.

Budget Review Discussion Topic Areas:

- Payroll
- Professional Training Memberships/Dues
- Contracts
- Supplies/Materials/Equipment Costs
- Copier/Printing Costs

Budget Adjustments:

- **Increase**
 - Membership contract with operating contractor Bibliomation
 - Printing costs
- **Decrease**
 - None.
- **Maintain**
 - Payroll

- Professional Training
- Library materials, i.e. books, periodicals, audiobooks, electronic downloads, etc.

At the request of the BOS E. Thornton addressed the following questions about specific line items within the budget for the Library:

- **Professional Training:** \$500 covers conference fees (e.g., Connecticut Library Association), most ongoing training is free via the CT State Library.
- **Programs:** \$2,000 for outside presenters (e.g., museum visits), with most programming done in-house.
- **Contracts:** Largest expense is membership contract with Bibliomation in the library’s operating consortium (approx. \$21,322/year); copier contract is the next largest and has seen rising costs due to color printing.
- **Supplies & Materials:** Office and library-specific supplies, books, periodicals, CDs, and digital downloads.
- **Equipment & Furniture:** For replacements of some furniture and minor upgrades.
- **Dues & Fees:** Memberships in professional organizations and the Connecticut Library Consortium.
- **Copier Costs:** Color copies are expensive; costs are recouped through patron charges, but revenue goes to the general fund, not directly offsetting the library budget. A new copier has been installed, data has yet to be aggregated to determine actual operating expenses. Maintenance costs come from the Building & Grounds Budget for all copiers throughout Town.
- **Printing Alternatives:** Large print jobs could be outsourced to CCM if planned in advance, but daily needs require onsite printing.
- **Patio Usage:** Plans for an awning and more outdoor furniture to increase usability; patio is a popular community resource.
- **Digital Downloads:** Download costs are significant (~\$1,200/month); patrons are now informed about costs via newsletters. Download limits remain unchanged.
- **Material Formats:** The library balances budget and patron demand across multiple formats (print, large print, audio, digital).

Consensus among the BOS reflects that library staff are doing an excellent job serving the community.

3.0 Conservation Commission:

Town Staff Representative: None present.

Board of Selectman (BOS) & Conservation Commission Budget Review & Discussion Summary

Town Administrator, James Rupert reviewed the proposed FY 26 Conservation Commission budget with BOS and observed a flat budget, unchanged from the previous year, focusing on operational costs (recording clerk), and membership dues/fees for professional organizations.

At the request of the BOS J. Rupert, Town Administrator, addressed the following questions about specific line items within the budget for the Conservation Commission:

Budget Adjustments:

- **Increase**
 - None.

- **Decrease**
 - None.

- **Maintain**
 - Majority of the budget.

3.0 Boards/Commission:

PLANNING & ZONING COMMISSION (PZC)

Town Staff Representative: Patrice Carson, AICP, Consulting Town Planner & Kawan Gordon, Planning & Zoning Commission, Vice Chair

Board of Selectman (BOS) PZC Budget Review & Discussion Summary

The FY 26 budget is largely maintained from last year. The budget for the upcoming year has been adjusted to reflect lower spending, particularly in advertising.

- The budget request for 2026-2027 is \$3,700, which is \$300 less than previous years.
- Advertising expenses have been reduced as past budgets did not utilize the full \$1,500 allocated.
- Payroll expenditures have shifted, with clerks' payroll moving to a different line item, depending on clerk status (employee vs. contractor). In-state clerks are classified as employees, while out-of-state clerks are paid as contractors.

ZONING BOARD OF APPEALS (ZBA)

Town Staff Representative: None.

Board of Selectman (BOS) ZBA Budget Review & Discussion Summary

The FY 26 budget is largely maintained from last year. No significant changes or questions raised by the BOS. Standard budgeted line items proposed: advertising costs, payroll for clerks, and continuing education training costs.

INLAND/WETLANDS COMMISSION (IWC)

Town Staff Representative: None.

Board of Selectman (BOS) IWC Budget Review & Discussion Summary

The FY 26 budget is maintained similar to last year. No significant changes or questions raised by the BOS.

ECONOMIC DEVELOPMENT

Town Staff Representative: None.

Board of Selectman (BOS) Economic Development Budget Review & Discussion Summary

Economic development funding is being utilized effectively through collaborative efforts and activities with a four-town consortium, which includes Bolton, Coventry, Tolland, and Mansfield. The budget reflects shared services among the towns.

VETERANS COMMITTEE

Town Staff Representative: None.

Board of Selectman (BOS) Veterans Committee Budget Review & Discussion Summary

The Veteran’s Services Commission has resumed meetings and is actively involved in community events such as the parade.

- The commission has recently elected new members and is expected to increase activity, particularly in organizing parades.
- Their volunteer efforts will help reduce administrative costs associated with events.
- Budget covers meeting costs and postage.

FINANCE COMMITTEE – Auditor Services Budget

Town Staff Representative: None.

Board of Selectman (BOS) Finance Committee, Auditor Services Budget Review & Discussion Summary

- The current auditor provides significant value through guidance on financial compliance (e.g., allowable expenses from specific funds).
- The current auditor's contract is set to expire, necessitating a new bidding process.
- The finance committee would evaluate the value provided by the current auditor against potential new bids.
- There is a potential for an anticipated increase in costs due to a mandatory required audit by state or federal officials.

Consensus to **ADJOURN** the meeting at **7:01 PM**.

Respectfully submitted by Andrea Vassallo, Recording Clerk

Andrea Vassallo

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

Originals Printed on 100% Recycled Paper – Earth Day and Every Day



TOWN OF BOLTON
TUESDAY, FEBRUARY 10, 2026 – 6:00 P.M.
BOARD OF SELECTMEN MEETING WITH A/P
And Budget Workshop # 5 – Immediately Following BOS Meeting

The Board of Selectmen held a meeting with A/P on Tuesday, February 10, 2026. In attendance was First Selectman Rodney Fournier and selectmen: David Cowles, Bryce Aaronson, Mather Clarke, Tim Sadler and Town Administrator Jim Rupert.

Absent: Selectmen - G. Marrion, B. DePietro

1. Call to Order.

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

2. Consider and Act on Authorizing Resolution for Accessible Playground Improvements.

T. Sadler made the motion to authorize the Resolution for Accessible Playground Improvements.

1st T. Sadler | 2nd D. Cowles

Vote: Yes: T. Sadler, D. Cowles, B. Aaronson, M. Clarke, R. Fournier.

No: None | Absent: G. Marrion, B. DePietro

Motion passed 5:0:2.

3. Consider and Act on A/P.

B. Aaronson made a motion to approve the A/P at \$96,284.16.

1st B. Aaronson | 2nd M. Clarke

Vote: Yes: B. Aaronson, M. Clarke, T. Sadler, D. Cowles , R. Fournier.

No: None | Absent: G. Marrion, B. DePietro

Motion passed 5:0:2.

4. Consider and Act on Budget Transfers.

None.

5. Adjourn.

T. Sadler made a motion to adjourn at 6:10 p.m.

1st T. Sadler | 2nd D. Cowles

Motion passed unanimously.

Respectfully submitted by

Kathy McCavanagh

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

TOWN OF BOLTON
BOARD OF SELECTMEN | BUDGET WORKSHOP #5
TUESDAY, FEBRUARY 10, 2026
IMMEDIATELY FOLLOWING BOS WITH A/P MEETING.

The Board of Selectmen held a budget workshop meeting #5 on Tuesday, February 10, 2026. In attendance were Rodney Fournier, David Cowles, Bryce Aaronson, Mather Clarke, Tim Sadler, Jim Rupert and Assessor, Kara Fishman.

Via zoom presents were Bob DePietro and Finance Director, Jill Collins.

Not Present: Gwen Marrion.

The meeting started at 6:10 p.m.

1. Assessor

The Assessor presented the proposed FY2026–2027 budget. Most line items remained the same or decreased, with the exception of software services that were previously carried in the Administration budget.

The Assessor included: Vision CAMA system (real estate tracking software) and QDS system (billing, veterans' exemptions, and exemption programs).

If these software costs were excluded, the Assessor's budget would reflect a decrease compared to the prior year.

Discussion followed regarding: Whether software costs should remain in the administration budget or be moved to individual department budgets.

Accounting and audit implications of shifting software expenses between departments. and the need for consistency if changes were made across all departments.

The impact of shared revenue from the Town of Willington, which reimburses Bolton for half of the Assessor's salary and benefits.

Consensus leaned toward returning the software expenses to the Administration budget for consistency and clarity.

2. Finance

The Finance Director presented the proposed budget.

Salary increases reflect union contracts: 3% increase for administrative assistants and 2.75% increase for the Finance Director (per supervisor contract).

Training expenses are variable depending on available opportunities.

Professional/Technical services include: OPEB actuarial study and continued disclosure filings (EMMA)

Office supplies include W-2s, 1099s, envelopes, checks, and related materials.

It was confirmed that the finance department prepares W-2s and 1099s for both the Town and Board of Education, with cost-sharing in place.

3. Administration

Payroll: A prior allocation for a potential First Selectman salary increase was removed because it did not materialize. The Salary Review Committee is actively reviewing compensation and may recommend an adjustment prior to final budget adoption. Adjustments may still be made before submission to the Board of Finance.

Professional/Technical Services: A \$25,000 reduction reflects removal of proposed payroll service outsourcing that will not proceed. Engineering expenses were discussed extensively. Significant engineering activity occurred this year due to multiple active projects (community septic system, Herrick Park fields, Town Green design, Heritage Farm Trail, Vernon Road intersection). Consideration was given to potentially hiring a future Public Works Director with civil engineering background to reduce outsourced costs.

Final adjustments may be considered once a full master budget spreadsheet is prepared.

4. Other: Insurance

The insurance budget was discussed, a 3% projected increase in property and liability insurance. The Town carries insurance through: CIRMA (primary property and liability) and McNeil (fire department coverage).

The First Selectman is reviewing policies to ensure there is no overlapping coverage.

Approximately \$10,000 for Bolton Lakes Water Pollution Control Authority insurance will no longer be paid by the Town, resulting in a slight decrease.

Police Protection

The proposed Police Protection budget reflects an approximate 10% increase that is due to salary and benefit adjustments. The Town pays 85% of the Resident State Troopers' salary and benefits and the State covers the remaining portion. Overtime costs are incurred for Town events (parades, road races, special events). But overtime worked on State patrol is paid by the State.

Animal Control

The \$3,000 Animal Control contract was discussed. The Town maintains a Dog Fund funded by licensing fees. The fund currently holds approximately \$31,000. The Finance Director confirmed with the auditor that Dog Fund revenues may be used toward animal control expenses. Historically, excess dog licensing revenue has been remitted to the State.

Emergency Management

The payroll line includes a stipend for the Emergency Management Director, currently Kathy McCavanaugh. This position requires completion of 8–10 state-mandated certification courses. It was noted that compliance with these training requirements is necessary for the Town to qualify for reimbursement through the Emergency Management Performance Grant (EMPG). The majority of the salary allocation is reimbursed through this grant.

The operating line of \$5,000 covers emergency-related supplies and expenses associated with the required annual statewide emergency drill. Expenses may include signage, minor equipment purchases, and food for participating personnel from various departments. Historically, a portion of this line remains unspent.

Public Building Commission

The Public Building Commission budget was reinstated to support the school roof project. The proposed allocation includes funding for board clerk services, advertising for bids, and minor administrative expenses. The Board discussed the need for administrative support to manage the bidding and oversight process associated with the capital project.

Refuse Services

The Board reviewed the Refuse budget in detail. The budget includes:

- Curbside collection services provided by All American Waste.
- Hauling services through USA Hauling.
- Tipping fees paid to Casella for disposal.
- Household hazardous waste expenses.
- Part-time wages for Transfer Station operations.

The projected increase is based on CPI adjustments and prior year usage trends. The Board discussed a prior year shortfall that required mid-year adjustments and emphasized maintaining accurate projections.

Recycling contamination, particularly cardboard, was discussed as a concern that may impact future costs. Educational outreach was suggested as a possible mitigation strategy. It was noted that recycling revenues are subject to commodity market fluctuations.

The Board also discussed bulk waste revenue and acknowledged that it likely offsets a portion of Transfer Station staffing costs, though not directly tied line-by-line within the budget.

Debt and Bonding

The Board discussed timing considerations for bonding related to the school roof project. It was noted that bond issuance involves significant professional costs, including bond counsel and financial advisory fees, estimated at approximately \$75,000 based on prior bonding activity.

Fire truck refinancing was also discussed. The Town previously budgeted funds to reduce principal. The Board acknowledged that if bonding is delayed beyond the refinancing timeline, the Town may need to refinance again and allocate additional principal payments.

The Finance Director noted that debt service calculations will also depend on updated student enrollment figures from Columbia, which affect cost allocation.

Personnel / Employee Benefits

The Personnel and Employee Benefits budget was still in progress at the time of the workshop. The Finance Director indicated the remaining benefit calculations would be finalized shortly.

Workers' Compensation was noted as a separate line item within Employee Benefits. The Board also referenced the potential allocation of funds toward separation pay reserves, though no formal action was taken.

The meeting was adjourned at 7:25 p.m.

Respectfully submitted by

Suellen Kamara

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

HIGHLIGHTS MARCH 2026 BOS MEETING

SUBMITTED BY: James Rupert

Respectfully submitted
James Rupert Town Administrator

- Completed and posted the OSHA 300 log annual workplace injury report
- Completed and submitted the renewal information for cyber insurance bids
- Hired a new Recreation Director, Carter Cochardo, beginning March 9
- Continuing Tyler training with staff, have some additional permissions to revise
- Received and opened bids for the playground at Memorial Field, will recommend award after approval from the State
- We are working with the Highway Union to make some changes to the mechanic job description and add a crewman 4 position within the existing contract framework
- Reviewing and revising EMD job description for posting, we have one individual currently interested in the role
- We added a staff person to the Selectman's office to aid with a backlog of work and assist with budget preparation work
- We held a unified command meeting prior to the major snowstorm and worked to manage a coordinated response from 5 to 11:30 pm on Sunday and from 7:00 am through 4:00 pm on Monday, this included opening and manning the emergency operations center at the Town Hall
- Selectman's office staff have worked very hard working on budget and updating documents
- Met with the Heritage Farm about potential changes to their master plan
- Met with Heritage Farm about a September 2026 encampment in celebration of the nation's 250th
- Met with Amplify, the Health District and the Prevention Council to talk about enhancing outreach and actions utilizing opioid settlement funds
- We had our annual meeting with Novus to talk about current status of special projects and planning priorities for next fiscal year
- Completed installing internet at the Highway and Buildings and Grounds buildings
- Held an on-site meeting at W.H. Preuss with community stakeholders, sewer authority chairman and experts to generate a plan of action regarding sewer odors
- Working with Highway Foreman to ensure an ample supply of salt and sand

Respectfully Submitted,

James Rupert