

**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.

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