

**TOWN OF BOLTON
WEDNESDAY, MAY 20, 2026
BOARD OF SELECTMEN –
FINANCE & ADMINISTRATION SUBCOMMITTEE
SPECIAL MEETING
MINUTES**

The Board of Selectmen held a Finance and Administration subcommittee meeting on Wednesday, May 20th with First Selectman Rodney Fournier presiding. Also, in attendance were selectmen/selectwoman: Gwen Marrion, Robert DePietro and Town Administrator Jim Rupert. Audience members included Monita Hebert.

1. Call to Order.

R. Fournier called the meeting to order at 12:06 p.m.

2. Discussion on Finance Director and Town Treasurer Job Descriptions.

Three job descriptions were emailed out with the agenda for the meeting. The first was the current job description that was provided to our former director J. Collins and our current interim director S. Smigala. The second was another copy of the first description described above with redline additions and cross-outs that S. Smigala reviewed and revised coming into this position as interim director. The third description was provided by Amanda Gordon, a previous selectman.

R. DePietro said he would accept either the first or second description for the position. He then expressed he thought the Town was very lucky to have S. Smigala and thanked her for all the work she had done.

G. Marrion asked that the subcommittee be given more time to compare the job descriptions and then meeting again. G. Marrion also provided a chart given to her from Sandra Pierog that shows a comparison of local town Finance Director job duties that she asked to be sent out to the entire board following this meeting.

J. Rupert suggested possibly having CLA (Clifton, Larsen, Allen) be invited to take an objective look at these job descriptions and get their professional opinions.

G. Marrion agreed with having CLA review the description once a draft had been completed.

J. Rupert also reported there had been a very positive attitude and more cooperation with the finance office recently.

R. Fournier said that he thought the third job description was more geared toward the whole finance department and not just the director's position. Maybe more of a goal-oriented description for the department as a whole later on. R. DePietro felt the third description was over our heads and not geared for such a small town and agreed to having CLA do a review as well.

No comparative salary information was provided on the new document from S. Pierog but J. Rupert did remind the committee that during the budget process we did a comparative analysis of some of the town's around us and we averaged those amounts which is why we were budgeting for \$120,000 for the new Finance Director position. J. Rupert also stated that J. Collins had stated the finance director for the BOE received a much higher salary.

3. Adjournment.

Meeting was adjourned at 12:25 pm.

1st R. DePietro 2nd G. Marrion

Respectfully submitted,

Kathy McCavanagh

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

Analysis of Finance Director Job Descriptions

	Finance Director					
	Town Bolton (1)	Colchester (2)	Easton (3)	Griswold (4)	Hebron (5)	Tolland (6)
Reports to						
Town Administrative officer	X	First Selectman	First Selectman/ Bd of Finance	First Selectman	Town Manager	Town Manager
Supervision exercised						
Finance department staff	X	X	Finance/ HR	Finance, assessor	Finance, assessor, tax collector	see note (6)
Minimum Qualifications Required						
Bachelors degree in Accounting, Finance, Business Administration or Public Administration preferably with Certified Public Finance Officer (CPFO) or progress toward certification	X	CPFO/CPA	CPA + Masters + 5yrs	CPFO/CPA	Masters/CPA preferred	Masters or CPA & CPFO w/i 5 years
Minimum of X years of experience in financial, public, school or business management and progressively responsible administrative experience	6 years	5 years	X	5 years	5 years	5-7 years
Must be eligible for bonding in accordance with State statutes	X	X	X	X	X	X
Knowledge and Skills required						
Comprehensive knowledge of municipal and educational accounting procedures	X	X	X	X	X	X
Thorough knowledge of GASB Fund accounting and encumbrance accounting	X	X	X	X	X	X
Knowledge of Federal and State Laws regarding municipal finance	X	X	X	X	X	X
Ability to identify, implement and utilize current and new technologies	X	X	X	X	X	X
Knowledge of payroll tax laws and applicable filings		X	X	X	X	X
Comprehensive knowledge of municipal software - Tyler Technology Munis						X

Analysis of Finance Director Job Descriptions

Town	Finance Director					
	Bolton (1)	Colchester (2)	Easton (3)	Griswold (4)	Hebron (5)	Tolland (6)
Strong oral and written communication skill	X	X	X	X	X	X
Duties						
Serves as custodian of general ledger and all subsidiary ledgers		X	X	X	X	X
Attends meetings of Bd of Finance, prepares agendas assists with preparation of minutes	X		X			
Prepares, approves and enters journal entries as necessary		X	X		X	
Plans, organizes and directs						
all accounting work	X	X	X	X	X	X
cash and debt management	X	X	X	X	X	X
payroll and purchasing	X	X	X	X	X	X
revenue collection	X	X	X	X	X	X
financial planning	X	X	X	X	X	X
budget administration	X	X	X	X	X	X
employee benefit plan administration	X	X	X	X	X	X
grant administration	X	X	X	X	X	X
risk management	X	X	X	X	X	X
Plans, manages and administers financial management systems utilized by Town	X	X	X	X	X	X
Performs the duties of Treasurer or Deputy Treasurer as appointed	X	as delegated by treasurer		as delegated by treasurer		
Serves as town manager in the absence of town manager					X	
Approves purchase orders		X	X	reviews		
Supervises collection, safekeeping and distribution of all funds for the town	X	X	X	X	X	X
Responsible for accounting, reporting and record keeping for revenue and expenditures of town funds	X	X	X	X	X	X
Prepares regular financial reports for and meets with Board of Finance and Board of Selectmen as requested	X	X	X	X	X	X

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Analysis of Finance Director Job Descriptions

	Town						Finance Director					
	Bolton (1)	Colchester (2)	Easton (3)	Griswold (4)	Hebron (5)	Tolland (6)						
* Coordinates the preparation and administration of annual budget and sub-budgets grant program budgets indebtedness budgets	X	X	X	X	X	X						
* Works with community organizations and citizens in interpreting financial needs of and impact of the Town budget by providing program and financial data and analyses, through personal appearance as appropriate												
Coordinates activities closely with the Superintendent of Schools and the School Business office	X											
* Oversees budget administration to ensure policies and procedures are adhered to by all effected entities	X	X	X	X	X	X						
* Develop accounting manual, policies and procedures and revise as necessary	X	X	X	X	X	X						
* Establish and maintain chart of accounts	X	X	X	X	X	X						
Responsible for compiling, printing and delivery of Town Annual Report for Board of Finance												
* Provide cash management for town funds including forecasting of revenue and expenditures												
* Develop, coordinate and implement short term and long term investement and borrowing strategies	X	X	X	X	X	X						
* Responsible for ensuring proper authorization of expenditures for all Town funds	X	X	X	X	X	X						
* Serves as internal lead for annual audit bond offerings	X	X	X	X	X	X						

Analysis of Finance Director Job Descriptions

	Town	Finance Director					
		Bolton (1)	Colchester (2)	Easton (3)	Griswold (4)	Hebron (5)	Tolland (6)
other financial reports		X	X	X	X		X
Establishes internal audit procedures		X	X	X	X		X
Oversees in coordination with Administrative officer Bidding and purchasing employee benefits administration insurance risk management		X			X	X	X
Administer State, Federal and all other grants including financial reporting		X	X	X	X		X
Assist in development of improvements and changes in financial management to obtain operational efficiencies and better services.		X			X		X
Ensure system intergrations of financial matters between town and school district		X				X	
Services as Finance Director for the Bolton Lakes Regional Water Pollutions Control Authority (BLRWPCA) including * items to left.		X					
Maintains fixed asset inventories		X					
Services as financial consultant for union contract negotiations		X	X	X	X		X
Provide financial information and direction to staff		X	X			X	X

This analysis may omit certain knowledge, duties or abilities required
Source data is available upon request

Sources

- (1) Town of Bolton Draft Director of Finance Job Description as of 8-16-15. Unknown if adopted
- (2) Town of Colchester Job description
- (3) Town of Easton Job Description approved 3/17/16

Analysis of Finance Director Job Descriptions

- (4) Town of Griswold Job description
- (5) Town of Hebron Job description approved 11/15/12
- (6) Town of Tolland Job description approved 8/13/24
also serves as Director of Records, supervises tax collector, assessor and town clerk

Finance Director						
Town	Bolton (1)	Colchester (2)	Easton (3)	Griswold (4)	Hebron (5)	Tolland (6)