

**TOWN OF BOLTON  
BOARD OF SELECTMEN MEETING with A/P  
Tuesday, May 05, 2026, at 6:30 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>	Kathy McCavanagh, Human Resources Director
	Stephanie Smigala, Interim Finance Director & Town Treasurer
	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 Public Comment:**

**Bolton Heritage Farm:**

- Kevin Drake, 46 Birch Mountain Road Ext., member of Bolton Heritage Farm (BHF) stated that monthly meetings are held the first Monday of every month and invited the BOS and the public to their BHF June 1, 2026, meeting at 6 PM where the barn will be open for public viewing.

**Additions to the Agenda:**

Selectman D. Cowles **MOVED to ADD** Agenda Items 6a & 6b under New Business where:

- 6a – Town Administrator Contract Renewal Process
- 6b – Finance Administrator Job Description and Posting

Selectman Aaronson **SECONDED; MOTION CARRIED; 7:0:0**

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

### 3.0 Appointment & Resignations:

#### a. Melissa LeGeyt – Appointment to Emergency Management Director

Selectman Sadler **MOVED to APPOINT** Melissa LeGeyt as Emergency Management Director for the Town of Bolton. Selectman Clarke **SECONDED**;

#### Discussion:

Bolton Human Resources Director Kathy McCavanagh stated:

- That the position is a fixed salaried position with a \$500 stipend/month.
- There were three (3) qualified candidates and three (3) interviews conducted.
- The most qualified candidate, Melissa LeGeyt, was invited to a second interview.
- The EM Director position needs formal appointment by BOS to take mandated municipal and state oaths.

K. McCavanagh summarized M. LeGeyt’s qualifications and experience:

- Active Lieutenant and EMT with the Bolton Fire Department.
- Employed with Windham Hospital as an Emergency Management Supervisor.
- Has a Bachelor of Science degree in Paramedicine.
- Completing a master’s degree in Emergency Management Engineering.
- Former professor of paramedicine at the University of New Haven.

K. McCavanagh addressed BOS questions regarding state appointments and availability as Bolton’s EMD while fully employed:

- A certain number of courses and deliverables are required by the state of Connecticut to perform in the position as a municipal EM Director. Ms. LeGeyt has already taken the required classes.
- Ms. LeGeyt has scheduling flexibility during the work week, and should a municipal emergency arise town trained staff that have formally served in the position and will provide backup in the event of an emergency.

#### **MOTION CARRIED; 7:0:0**

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

#### b. Matthew Rivers – Resignation from Conservation Commission. Eff. 07/01/2026

Selectwoman G. Marrion **MOVED to ACCEPT** the resignation and thanked M. Rivers for his service. Selectman D. Cowles **SECONDED; MOTION CARRIED; 7:0:0**

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

**4.0 Approval of Meeting Minutes:**

**a. February 17, 2026 – Special Meeting w/ Budget Workshop #6**

Selectman T. Sadler **MOVED to APPROVE** February 17, 2026, Special Meeting & Budget Workshop #6 meeting minutes as amended and corrected, see attachment at the end of these meeting minutes.

Selectman B. Depietro stated he was present via Zoom.

Selectwoman G. Marrion **SECONDED; MOTION CARRIED; 7:0:0**

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

**b. February 24, 2026 – BOS with A/P**

Selectwoman G. Marrion **MOVED to APPROVE** February 24, 2026, BOS with A/P meeting minutes.

Selectman D. Cowles **SECONDED; MOTION CARRIED; 6:0:1**

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

**c. March 3, 2026 – Special Meeting**

Selectman D. Cowles **MOVED to APPROVE** March 3, 2026, Special Meeting minutes.

Selectwoman G. Marrion **SECONDED; MOTION CARRIED; 7:0:0**

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

**d. March 3, 2026 – BOS with A/P**

Selectman D. Cowles **MOVED to APPROVE** March 3, 2026, BOS with A/P meeting minutes.

Selectman Clarke **SECONDED; MOTION CARRIED; 7:0:0**

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

**5.0 Correspondence:**

- a. BOE: Quote Waiver Written Justification – BHS Well Water System Pump Replacement**  
Selectman B. Aaronson **MOVED to ACKNOWLEDGE** the bid waiver justification submitted on April 17, 2026, for the replacement of well water system pumps for BHS. Selectwoman G. Marrion **SECONDED**;

**Discussion:**

The BOS discussed and determined that the work specified in the submitted Quote Waiver Justification memo was performed by a certified well water operator having been classified as an emergency by the Bolton Building and Operations Supervisor, John Butrymovich.

**MOTION CARRIED; 7:0:0**

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

- b. CT State Police: Town Report (March 2026)**

The BOS reviewed the report and discussed services provided by the resident state trooper.

- c. Movie Filming**

Tweed Dreams Media requested to film select movie scenes at Rose Farm, Bolton, CT, May 7-8,2026. Discussion between the BOS and members of Bolton Heritage Farm occurred regarding the request to film a bonfire scene and if:

- the existing water pump would be turned during filming hours,
- if appropriate burn permits were applied for and obtained,
- if the Bolton Fire Department was notified,
- the location of the bonfire would be in conjunction to ongoing onsite archeological discovery – which it should not,
- and would public signage/communication announcement be made.

K. McCavanagh stated she would further coordinate with the Executive Producer and relevant municipal departments, and First Selectman R. Fournier.

**6.0 New Business:**

- a. Town Administrator Contract Renewal Process**

Selectman D. Cowles opined that the BOS should have contract renewal review and discussion at least 6 months prior to the expiration of the contract. Members of the BOS agreed and asked K. McCavanagh to report back to the BOS with the exact contract term limits. The BOS further stated they required to perform an annual review of the Town Administrator per Town Charter.

**b. Finance Administrator Job Description and Posting**

Selectman B. Aaronson **MOVED** the Finance and Administration Subcommittee to review existing and potentially develop, for BOS consideration, a job description appropriate for the position of Finance Director and return their findings to the BOS within two (2) weeks. Selectwoman G. Marrion **SECONDED**;

**Discussion:**

The BOS and K. McCavanagh discussed the process of posting municipal employment opportunities.

**MOTION CARRIED; 7:0:0**

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

**7.0 Consider and Act on A/P:**

Selectman T. Sadler **MOVED to APPROVE** the A/P in the amount of \$53,375.27. Selectman D. Cowles **SECONDED**;

**Discussions:**

**G. Marrion: Pages 7&8, Professional Technical Services** – Requested clarification of the identifier “T-Code”.

**G. Marrion: Page 14, Street Sweeping, 80-Hours** – Observed the \$9,800 spent was coded as “NIPS” and inquired if the funds used were the state allocated funding from the CT Nip Bottle Recycling Program ‘Nickle Per Nip’. K. McCavanagh stated she will investigate how much money Bolton is allocated from the program.

**B. Aaronson, Page 15, Hazardous Waste Removal Costs** – Asked K. McCavanagh for further clarification on types of hazardous waste and point sources.

**MOTION CARRIED; 7:0:0**

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

## 8.0 Consider and Act on Approval on Budget Transfers:

Selectman D. Cowles **MOVED to TRANSFER** \$12,000.00 from Regular Payroll to Other Payroll for the purposes to satisfy payroll obligations for a temporary employee hired to cover municipal duties and functions during the medical leave of a full-time employee.

Selectman B. Aaronson **SECONDED; MOTION CARRIED; 7:0:0**

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

Selectman D. Cowles **MOVED to TRANSFER** \$3500.00 from Professional/Technical Services to Supplies within the Building & Land Use Budget.

Selectman T. Sadler **SECONDED; MOTION CARRIED; 7:0:0**

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

## 9.0 Finance Reports:

Interim Finance Director/Town Treasurer Stephanie Smigala presented to the BOS the following:

### Year-to-Date Expenditures

- Year-to-date expenditures totaled approximately \$5.5 million (76.54% of budget), specific departments (Highway, Tax Collector, Probate, Library) monitored for overages.

### Monthly Tax Collector Summary Report

- Monthly tax collection for 2026 was \$19,743.46, exceeding 98% collection rate, at 101.08%.
- Discussion on the impact of additional state aid and options for surplus use vs. mill rate reduction.
- The total expected supplemental aid from the state was approximately \$136,879, split between education and town aid. Detailed breakdown of supplemental aid received: \$107,328 (education), \$29,551 (town).

## 10.0 Town Administrator's Report:

### Town Financial Strategies and Surplus Utilization

The BOS discussed the use of additional state funds, potential surplus considerations, and further debated exploring using surplus funds to reduce the mill rate. Members of the BOS expressed concerns about future funding stability and the strategic use of surplus versus budget increases, as well as how to incorporate these funds into the upcoming fiscal year's budget. The BOS analyzed other towns' budgets to understand their financial structures better.

### **ARPA Grant**

All required paperwork completed ahead of deadline; close-out expected in summer. S. Smigala discussed with the BOS improving the grants application process and compliance tracking, including new templates with timeline components.

### **Audit Status**

S. Smigala reported to the BOS that she is in coordination with the Auditor and that draft financial statements and reporting schedules are under review. Next steps in the process require the review and approval of the audit by the First Selectman and Town Administrator. 30-day extensions are allowable if needed.

#### **a. Land Use Activity Report – P. Carson**

Selectman B. Aaronson sent a series of questions to First Selectman R. Fournier regarding the Land Use Activity Report. Discussion ensued regarding P. Carlson's employment position as a consultant, and how she receives directions from Bolton Planning & Zoning Commission, Town Administrator, as well as inquiries from the public, which informs project direction and workflow.

Further discussion ensued regarding her professional development involvement activities with numerous CRCOG (Capitol Region Council of Governments, regional planning agency) committees and subcommittees benefits the Town of Bolton. First Selectman R. Fournier gave a summary of Ms. Carson's deep knowledge of the Town of Bolton since her employment in 2013 as well emphasized her value as a resource and liaison with CRCOG and expertise of municipal/regional/state planning and zoning regulations.

Members of the BOS expressed that informative discussion on the certain municipal employee job functions and capabilities allow for more meaningful future discussions with constituents.

- Community Pathways – May 19, 2026, upcoming multi-use trail connectivity meeting.
- CT Affordable Housing Reporting Requirements – Upcoming CRCOG initiated regional coordination of state mandated affordable housing compliance reporting requirements discussed among members of the BOS and potential implications for local planning and reporting to be performed in-house by the Town verse working with CRCOG.

### **11.0 Executive Session – Lawsuit Regarding Bolton Lake Drowning:**

**Start** Executive Session: 8:02 PM

**End** Executive Session: 8:12 PM

### **12.0 Adjourn:**

Consensus to Adjourn at 8:13 PM. **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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