

**TOWN OF BOLTON  
 BOARD OF SELECTMEN MEETING with A/P  
 Tuesday, June 02, 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>	James Rupert, Town Administrator
	Lori Bushnell, Tax Collector
	Stephanie Smigala, Interim Finance Director
	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 Pledged Allegiance.

**3.0 Public Comment:**

Heritage Farm Commission Members thanked the BOS who attended the commission meeting for June 2026 and touring the historic property and buildings. Clarified that the barn is required to be open to the public once a year due to federal funding requirements, ending in 2027.

**4.0 Appointments:**

**a. Christopher Vandenburg – Conservation Commission (Full-Time Member Effective 7/1/26).**

Selectwoman G. Marrion **MOVED to APPROVE** the appointment of Christopher Vandenburg to the Bolton Conservation Commission as a full-time member effective July 1, 2026.

Selectman R. DePietro **SECONDED; MOTION CARRIED; 6:0:0**

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

**b. Ross Lally – Inland Wetlands Commission (Full-Time Member (Re-Appointment Effective 7/1/2026)).**

Selectwoman G. Marrion **MOVED to TABLE** the appointment to the June 16, 2026 BOS meeting.

Selectman T. Sadler **SECONDED; MOTION CARRIED; 6:0:0**

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

\*Selectman T. Sadler **MOVED to REORDER THE AGENDA** for the June 02, 2026 BOS Selectman Meeting with A/P to reflect that Agenda Item 11 – Financial Reports renumbered as Agenda Item 5. Selectman B. Aaronson **SECONDED; MOTION CARRIED; 6:0:0**

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

## 5.0 Financial Reports:

Ms. Stephanie Smigala, Interim Finance Director, provided the following summaries to the BOS:

### Expenditure Reports

- Year-to-date expenditures: \$5.7 million (86% of \$7.2 million budget).
- Expenditure rates higher than previous years; focus on limiting spending to essential needs.
- Notable line items: Financial administration over budget due to payout; police budget mostly unspent pending annual invoice.
- Department heads reminded to restrict spending to essential operations to preserve surplus for next year and potential grant matches.
- Surplus strategy: \$60,000 already pledged from this year's budget to next year; plans to transfer \$19,000 to the separation fund for anticipated staff retirements.

James Rupert, Town Administrator, stated there is a staff meeting tomorrow and reiterated what Ms. Smigala previously stated that department heads should be fiscally prudent with their remaining budgeted funds.

### Tax Collection

- Year-to-date collections: \$19,736,390 (101.56% of budget).
- Collection rates ahead of previous years.
- Refunds and returns accounted for; reported slightly ahead of previous years; historical rates typically around 99%.

## 6.0 Approval of Minutes:

### a. April 21, 2026 – BOS with A/P.

Selectman T. Sadler **MOVED to APPROVE** April 21, 2026, BOS Meeting Minutes with A/P.  
Selectman B. Aaronson **SECONDED**;

#### Discussion:

B. Aaronson clarified costs of boiler repairs and heater rentals (\$9,970 repairs + \$14,000 Rentals) with Town Administrator James Rupert; corrected a name during public comment from "Sandy" to "Sandra".

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

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

### b. April 28, 2026 – BOS Special Meeting.

Selectman B. Aaronson **MOVED to APPROVE** April 28, 2026, BOS Special Meeting Minutes.  
Selectman T. Sadler **SECONDED**;

**Discussion:**

**G. Marrion, Page 1, Agenda Item 2.0, 3<sup>rd</sup> bullet, “Hiring Details”** – Questioned the reflection of the meeting minutes where “finance administration intern” was a typo. James Rupert, Town Administrator confirmed “intern” was correct in job title, the Town did utilize a finance administrator intern.

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

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

**c. May 5, 2026 – BOS with A/P.**

Selectman B. Aaronson **MOVED to APPROVE** May 5, 2026, BOS Meeting Minutes with A/P.  
Selectman M. Clarke **SECONDED**;

**Discussion:**

**G. Marrion, Page 4** - Corrected typo (“on” missing in a sentence);  
General BOS discussion clarified staff titles; discussed contract expiration dates.

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

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

**d. May 19, 2026 – BOS with A/P.**

Selectman B. Aaronson **MOVED to APPROVE** May 5, 2026, BOS Meeting Minutes with A/P.  
Selectman M. Clarke **SECONDED**;

**Discussion:**

**B. Aaronson, Page 3, Agenda Item 4.0** – Confirmed contract end date for Patrice Carson is July 1, 2027; discussed process for contract extensions.

**MOTION CARRIED; 5:0:1**

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

**7.0 Correspondence:**

**a. CT State Police: Town Report (April 2026)**

- Newly formatted, included in meeting packets for transparency; not directly available to the public outside these packets.

**b. Manitou – Bolton Fire Department Master Plan Study Progress Report**

- Currently in Phase 2 of their evaluation; monthly progress reports being shared internally with Town Staff.
- Board requested circulation of these reports.
- Board to review preliminary findings on June 15, 2026.

**c. Joe Dillon – re: Easement Project Status Update**

- Updates provided by Joe Dillon; board emphasized need for regular status reports, especially for priority projects like the town green and Heritage Park.

**8.0 New Business: None.**

**9.0 Old Business:**

**a. Consider and Act on Changes to Capital Budget**

- **Reductions and Deferrals:**
  - Building & Grounds pickup truck purchase moved to FY2028.
  - Heritage Farm restoration (\$25,000) removed from FY2027.
  - Indian Notch Park storage shed (\$12,500) removed entirely.
- **New Capital Budget Bottom Line:** \$692,447.66
- **Process:**
  - Adjustments made by staff (Town Administrator, Finance Director, Buildings & Grounds) in response to Finance Committee’s request for reductions.
  - Board retains final approval authority.

Selectman B. Aaronson **MOVED to ACCEPT** the Capital Improvement Plan (CIP) in the amount of \$692,447.66 as amended.

Selectman T. Sadler **SECONDED; MOTION CARRIED; 6:0:0**

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

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

Selectman M. Clarke **MOVED to ACCEPT** the Accounts Payable Report in the amount of \$74,415.40  
Selectman B. Aaronson **SECONDED;**

**Discussion:**

**B. Aaronson, Page 3** - Observed typo

**G. Marrion, Page 3-4** – Inquired as to what services Clifton Larson Allen provided.

- Clifton Larson Allen LLP: \$5,600 for internal control systems assessment (Tyler system evaluation).

**G. Marrion, Page 9 – Service/repair costs. Firematic Supply Co.**

- Firematic Supply Co.: \$6,200 for annual service/repairs to fire truck ET 134.
- Fire Department: \$900 for baseball caps and \$1,200 for awards—purchased prior to memo restricting non-essential spending.
- Board emphasized need for fiscal restraint, especially for non-critical items.

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

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

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

**12.0 Town Administrator’s Report:**

**Insurance:**

- Liability, auto, and cyber insurance renewed; cyber insurance cost reduced from ~6,000 due to improved security measures.
- Fire department insurance under review to avoid duplicate coverage.

**Hiring and Staffing:**

- Seasonal staff hiring ongoing; difficulty filling Town Mechanic position.

**Town Projects:**

- Streetlight installation on Route 44 (Eversource work order issued).
- Regular meetings with Board of Education initiated.
- Playground project contract pending; targeted for Board approval on June 16.
- Parks and Rec Grant (Phase 2) collaboration ongoing.
- Cemetery mapping accuracy review underway.
- Facility study report corrections being finalized.

**Community Assistance:**

- Assisted with regatta permit process due to organizer change.
- Handled incident involving resident bringing a live bobcat to Town Hall—resolved by Animal Control Officer, who is also a wildlife rehabilitator.

**Emergency Management:**

- New Emergency Management Director (EMD) receiving training; local emergency operations plan update on track for January 1 deadline.

**Administrative Procedures:**

- Discussion on proper authorization for signing documents in the Town Administrator's absence, with plans to formalize procedures.

**13.0 Executive Session: Town Administrator FMLA and Legal Matters Concerning A Lawsuit for the Drowning at Bolton Lake.**

**Start Executive Session:** 7:34 PM

**End Executive Session:** 8:49 PM

**14.0 Adjourn:**

CONSENSUS to **ADJOURN** the meeting **at 8:49 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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