

**TOWN OF BOLTON  
BOARD OF SELECTMEN  
FINANCE & ADMINISTRATION SUBCOMMITTEE MEETING  
Tuesday, June 02, 2026, at 5:30 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, Executive Assistant & Human Resources Coordinator
	Andrea Vassallo, Recording Secretary

**1.0 Call to Order:**

First Selectman Rodney Fournier called the meeting to order at 5:31 p.m.

**2.0 Discussion on Finance Director and Town Treasurer Job Description:**

Amanda Gordon, 23 Golf Road, commission member, Board of Assessment Appeals, and former Bolton Selectwoman, stated that job descriptions should be reviewed annually and adjusted accordingly based on changes to systems, expectations, etc. Ms. Gordon expressed concern about job descriptions being too broad, as historically observed with previous Bolton job descriptions, leaving ambiguity of expectations.

Significant progress made merging feedback, clarifying language, and structuring the Finance Director job description for both legal robustness and operational clarity. The revised draft will undergo another review to address redundancies and improve flow before final adoption.

Kathy McCavanagh, Executive Assistant, stated that she will be taking responsibility for drafting the final job description for Chief Financial Officer (CFO) and Town Treasurer.

The Board of Selectman (BOS) reviewed two (2) CFO & Treasurer job descriptions. Discussed is a summary of the following:

## Key Takeaways

- Desire for both flexibility and clarity in the job description to accommodate evolving roles and reduce liability.
- Need for a structured, organized, and modernized document that clearly communicates essential duties and expectations.
- Incorporation of best practices such as annual review and adjustment of the job description.
- Input from multiple stakeholders, including HR/admin, current staff, and external recommendations.
- Agreement to streamline language, reduce jargon, and make the document accessible to nonspecialists.
- Consensus on the need for clear assignment of drafting and review responsibilities to ensure accuracy and completeness.

## Structural Revisions

- **Section Organization:**
  - Agreed to group duties under clear headers (e.g., Budget Administration, Finance Committee Support) for better readability, especially for a high-level role.
- **Bullet Points vs. Paragraphs:**
  - Preference for bullet points under each header to improve accessibility and reduce dense text.

## Content Changes

- **Terminology Updates:**
  - Changed all references from “administrative officer” to “town administrator.”
  - Swapped “oversee” for “collaborate” or “support” where appropriate.
- **Essential Duties Section:**
  - Title simplified to “Essential Duties.”
  - Added “other duties as assigned” as a standard closing bullet.
- **Financial Reporting:**
  - Clarified expectations to prepare all financial reports requested by the Finance Committee, regardless of “executive level.”
  - Split complex sentences for clarity (e.g., supervising funds collection vs. preparing financial reports).

## Budget & Policy:

- Document incorporation of budget scenario development, revenue forecasting, and collaboration with tax officials.
- Emphasized adherence to state-mandated chart of accounts and financial policies.
  - Example: “Maintain compliance with the Uniform System of Accounting for municipalities as established by Connecticut state law.”

### **Process Improvements:**

- Added language about developing streamlined processes (e.g., using Tyler software for electronic workflows).

### **Finance Committee Support:**

- Included a dedicated section on supporting and advising the Finance Committee, with tasks like preparing agendas (confirmed as a current duty).

### **Strategic Planning:**

- Added a new bullet for involvement in strategic planning, emphasizing the Finance Director's role in long-term financial visioning.

### **Audit and Compliance:**

- Added responsibilities for reviewing audit findings and monitoring implementation of recommendations.

### **Grant Administration:**

- Clarified the Finance Director's role in fiscal compliance and reporting for state, federal, and other grants, including partnering with department leads.

### **Change Management:**

- Revised jargon like "manages change management" to "leads change management strategies in collaboration with the town administrator."

### **Supervision & Other Entities:**

- Confirmed Finance Director supervises finance department staff and serves as finance director for the Bolton Lake Regional Water Authority.

### **Identifying Issues & Next Steps:**

- **Redundancies:** Acknowledged some overlap between sections; agreed to resolve during final editing.
- **Document Flow:** Recognized need to reorganize content for a logical narrative, moving from high-level priorities to specific tasks.
- **Further Review:** Draft will be circulated for review, with notes and meeting recording available for reference.
- **Finalization:** Once edits are consolidated, Kathy will reproduce the document for formal approval.

### **3.0 Adjourn:**

B. Aaronson **MOVED to ADJOURN** the meeting at **6:30 PM**. Selectman Mather Clarke **SECONDED**. **MOTION CARRIED 5:0:0.**

Respectfully submitted by Andrea Vassallo, Recording Clerk

*Andrea Vassallo*

Bolton Board of Selectman  
Finance & Administration Subcommittee  
Meeting Minutes 06/02/2026

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

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