

TOWN OF BOLTON
WEDNESDAY, JULY 22nd 2026
BOARD OF SELECTMEN –
FINANCE & ADMINISTRATION SUBCOMMITTEE
MINUTES

The Board of Selectmen Finance and Administration subcommittee held a meeting on Wednesday, July 22nd with First Selectmen Rodney Fournier presiding. Also, in attendance were selectmen/selectwoman: Gwen Marrion, Tim Sadler, Bryce Aaronson, Interim Finance Director Stephanie Smigala, Town Clerk Liz Waters, and Kathy McCavanagh. Members of the public included: Jim Loersch.

1. Call to Order.
R. Fournier called the meeting to order at 2:31 p.m.
2. Discussion on Non-Union Pay Raises.

The first comment raised was in regard to the non-union pay chart S. Smigala had revised. There was discussion as to the wording of the “monthly stipend” next to the amount for the board of selectmen. The discussion was that this was confusing and misleading as the amount quoted on the sheet for the selectmen is actually the total amount they receive annually for the stipend. S. Smigala agreed to change it from “monthly” to “annual”. The second change was to add another column to separate those with employment letters and employment contracts.

A discussion in regard to non-union pay raises turned into questions about the employment letters that are in the non-union employee files and the wording in them. Three main questions arose:

1. Why are we doing employment letters and not contracts?
2. What exactly is in these employment letters?
3. Why are we putting the following statement (or something close to this in these letters) “this is a non-union position it generally follows the supervisor’s contract or non-supervisor’s contract.” and should we be doing this, what are the legal implications on stating this?

K. McCavanagh stated that some non-union employees don’t even have letters. HR was not originally part of her job description. She took it over when J. Stille left as no there was no one else to do it at the time. It’s only in the last few years that we have started to give all non-union employees an employment letter as this was past practice in the past and this is what J. Rupert (Town Administrator) was having her do.

K. McCavanagh then pulled a previous non-union supervisor employee file and shared that the employment letter (as most of them) outline the following:

- the starting pay (salary) (usually 90% of what the full rate is – depending on the position) along with the probationary period.
- the work schedule (days and hours)
- the town’s pension contribution
- health insurance % premium contribution and first year Town

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- HSA funding % deductible
- number of holidays including floating holiday
- number of personal day
- mileage stipend if included
- sick leave based on the number of hours worked
- vacation accrual
- life insurance amount

As to the statement of including the following in the employment letters: “this is a non-union position it generally follows the supervisor’s contract or non-supervisor’s contract.” – K. McCavanagh stated it was used as more of a guideline so that all employees are receiving the same benefits, vacation, insurance premiums. It’s to help keep some consistency. At one point not too long ago, we had so many people grandfathered in under different things it created a difficult situation for our payroll and benefits department and it prevented us from working with a large payroll company and timekeeping company because there were so many exceptions to the rules due to different people being promised different things. This is simply to keep some consistency amongst all employees - union or non-union.

Standard terminology was also asked about but all that is stated in the employment letter is the probationary period. K. McCavanagh stated that there has been times when we have extended probationary periods because of goals not being met or more time is needed to see how the employee is progressing. That and we also consult our labor attorney for any situation that arises when needed. S. Smigala stated that she thought the termination language was probably something that should be in a personnel policy. K. McCavanagh stated we do have a personnel policy that is very old and we have attempted to revise three times since she’s been here but it has never been completed due to other more important things taking precedence, trying to convene board members for meetings and the changing of Board of Selectmen members and having to keep starting over.

G. Marrion said she’d like to see a template be made that can be followed but changed as needed for each new employee being hired. It was also asked that K. McCavanagh submit a couple of the employment letters/contracts to the town attorney for review and clarification on. Pros vs cons of employment letters vs. contracts, standard termination language? and would it be allowed once a standard template is configured to have existing employees with employment letters/contracts sign the new letter.

R. Fournier asked is there was a consensus to approve sending the non-union pay raises to the Board of Selectmen on Tuesday and all replied yes. (G. Marrion, T. Saddler, B. Aaronson, R. Fournier).

3. Adjournment.

Motion to adjourn: 1st T. Sadler 2nd: B. Aaronson

R. Fournier adjourned the meeting at 3:18 p.m.

Respectfully submitted,
Kathy McCavanagh

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