TOWN OF BOLTON
BOARD OF SELECTMEN MEETING with A/P
Tuesday, October 06, 2026, at 6:30 p.m.
Town Hall & Zoom Meeting
MEETING MINUTES

	ROSTER	IN-PERSON	ZOOM	ABSENT
FIRST SELECTMAN:	Rodney Fournier			X
SELECTMEN:	Bryce Aaronson	X		
	Mather Clarke	X		
	David Cowles	X		
	Robert DePietro	X		
	Gwen Marrion		X	
	Tim Sadler	X		

STAFF:	James Rupert, Town Administrator
	Stephanie Smigala, Interim Finance Director
	Andrea Vassallo, Recording Secretary

1.0 Call to Order:
Selectman Tim Sadler called the meeting to order at 6:30 p.m.

2.0 Pledge of Allegiance:
The BOS stated the Pledge of Allegiance.

3.0 Public Comment: None.

4.0 Appointments/Resignations: None.

5.0 Correspondence:

a. Bolton Prevention Council – Thank You Letter
Thanked the BOS and Town of Bolton for approving funding support.

b. BWB Letter and Complete Streets Plan (CSP)
Selectman B. Aaronson requested action to invite Bike Walk Bolton (BWB) to a future BOS meeting and discuss the Complete Streets Plan (CSP) as an official agenda topic.

c. Letter from Town Administrator Regarding Senior Code Official Job
Town Administrator James Rupert was thanked for his submission of transitional plans from Town Administrator to Senior Code Official in Charge of Special Projects for the Town of Bolton.

6.0 New Business:

a. Discuss BOS and A/P Meeting Dates for 2027

The BOS acknowledge the proposed 2027 BOS meeting dates and discussed coordinating with the Finance Committee and obligations around municipal budgetary timelines in order to remain efficient and financially prudent.

b. Consider and Possibly Act on Town Green Bid

Town Administrator James Rupert stated that the project was put out to bid for a second time. A total of six (6) bids were submitted. The lowest bid was disqualified due to administrative errors/issues with the paperwork.

Selectman B. Aaronson **MOVED to ACCEPT** the second lowest bid submitted by Andrew Insaldi Company, for $298,560. Selectman D. Cowles **SECONDED;**

Discussions:

The BOS expressed disappointment in the administrative errors by the lowest bidder as this contractor has performed previous work with the Town and is well respected. The cost differential is approximately $60K. J. Rupert stated he consulted with the town attorney to determine if clerical concerns could be amended and Rupert further stated there would be no legal way to correct the administrative errors once the bid closed.

MOTION CARRIED; 6:0:0

Yea	Aaronson, Clarke, Cowles, DePietro, Marrion, Sadler
Nay	0
Abstain	0

c. Discuss Town Administrator Job Description

Town Administrator J. Rupert stated that a draft job description is not yet finalized, however there is an existing job description in the Town Charter. He further stated he will provide the BOS with both versions for review.

Selectwoman G. Marrion **MOVED to TABLE** the discussion until the next BOS meeting, October 20, 2026. Selectman D. Cowles **SECONDED; MOTION CARRIED; 6:0:0.**

Yea	Aaronson, Clarke, Cowles, DePietro, Marrion, Sadler
Nay	0
Abstain	0

7.0 Old Business:

a. Review and Act on Senior Code Official in Charge of Special Projects Job Description

Minor edits and corrections discussed.

Selectman D. Cowles **MOVED to ADOPT** the job description with modifications as discussed. Selectman R. DePietro **SECONDED; MOTION CARRIED; 6:0:0.**

Yea	Aaronson, Clarke, Cowles, DePietro, Marrion, Sadler
Nay	0
Abstain	0

8.0 Approval of Minutes:

a. August 25, 2026 – BOS w/ A/P

Selectman D. Cowles **MOVED to ACCEPT** the August 25, 2026, BOS with A/P meeting minutes. Selectwoman G. Marrion **SECONDED; MOTION CARRIED; 6:0:0.**

Yea	Aaronson, Clarke, Cowles, DePietro, Marrion, Sadler
Nay	0
Abstain	0

b. September 1, 2026 – BOS Regular Meeting

Selectman D. Cowles **MOVED to ACCEPT** the September 1, 2026, BOS meeting minutes. Selectwoman B. Aaronson **SECONDED;**

Discussions:

- Some names of the public were not recorded correctly and corrected by the BOS.
- Clarification that James Rupert requested a new position as Senior Code Official in Charge of Special Projects and not a new job description.
- Minor spelling errors were corrected by the BOS.

MOTION CARRIED; 6:0:0.

Yea	Aaronson, Clarke, Cowles, DePietro, Marrion, Sadler
Nay	0
Abstain	0

c. September 8, 2026 – BOS w/ A/P

Selectman D. Cowles **MOVED to ACCEPT** the September 8, 2026, BOS with A/P meeting minutes. Selectman M. Clarke **SECONDED;**

Discussions:
Selectman B. Aaronson inquired if the Conservation Commission has received an invitation to participate in the Land Use Board meeting, November 17, 2026. Town Administrator J. Rupert stated that historically the Conservation Commission is not invited to the annual Land Use Board meeting. Discussion ensued among the BOS regarding the positive attributes of inclusion among all judicial and advisory land use bodies of government. An invitation is anticipated as pending to the Conservation Commission.

The BOS acknowledged that Executive Session and Adjournment end times need to be recorded.

MOTION CARRIED; 6:0:0.

Yea	Aaronson, Clarke, Cowles, DePietro, Marrion, Sadler
Nay	0
Abstain	0

9.0 Consider and Act on A/P
Selectman B. Aaronson **MOVED to ACCEPT** the FY26 accounts payable in the amount $90,997.29
Selectman D. Cowles **SECONDED;**

Discussions:
B. Aaronson, page 6 – Fire Truck Maintenance Costs

- The BOS requested for the Interim Finance Director S. Smigala to track fire truck maintenance costs by vehicle, as well as operating and maintenance costs of the fleet going back up to five years if possible.

B. Aaronson, page 11 – Status update of Herrick Park Project

- Requested a status update under the Town Administrator Report later in the meeting.

B. Aaronson, page 8 – Hartford Lumber Co guardrails, posts and rails for Steels Crossing

- Currently listed under road expenditure and confirmed by Town Administrator J. Rupert as a misallocated expense in the highway budget.

MOTION CARRIED; 6:0:0

Yea	Aaronson, Clarke, Cowles, DePietro, Marrion, Sadler
Nay	0
Abstain	0

10.0 Consider and Act on Budget Transfers:
No transfer pending. No action required by the BOS.

11. Finance Reports:

- **Tax Collector Summary:** 96.49% of the current year levy collected; $574,086 deficit anticipated due to a mill rate calculation issue (taxpayers effectively received a discount).
- **Revenue Summary:** 82.16% of general fund revenue collected; grant revenue expected to arrive in tranches through the year.
- **FY26 Expenditure Report:** 94.04% of budget spent; $431,095 surplus for the town, with school surplus bringing total to $1.2 million.
- **FY27 Expenditure Report:** 26.67% of budget spent year-to-date, slightly lower than last year.
- **Budget Transfers:** Three transfers, mainly to correct board clerk payroll line allocations (in-state vs. out-of-state).
- **Cash Management:** Town earns 3.75% interest on balances over $5 million; $50,800 earned in September.

12.0 Town Administrator's Report:

- **Steeles Crossing:** Rapid flashing beacons to be installed, closing out a long-standing grant.
- **Herrick Park:** Engineering adjustments due to discovered bedrock; revised plans forthcoming.
- **Town Green:** Bid awarded as above; granite blocks procured at a favorable rate.
- **Pavilion Project:** Bid documents being prepared with options for BOS selection; project timeline outlined.
- **Mechanic Position:** Hiring process update. Position filled.
- **Traffic Cameras Route 6/44:** New state cameras are for traffic monitoring, not enforcement.
- **Hanover Farms:** Legal action underway; no recent complaints or ZBA appeal.

13.0 Executive Session: Personnel Matters
D. Cowles **MOVED to START** the Executive Session **at 8:03 PM** and invite Town Administrator J. Rupert and Interim Finance Director S. Smigala to attend the discussion. Selectman B. Aaronson **SECONDED.**
MOTION CARRIED 6:0:0.

START Executive Session: 8:03 PM
END Executive Session: X:XX PM

14.0 Adjourn:
Consensus to **ADJOURN** the meeting **at X:XX PM. MOTION CARRIED.**

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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