TOWN OF BOLTON

BOARD OF SELECTMEN SPECIAL MEETING

Wednesday, October 14, 2026 – 6:00 P.M.

Notch Road Municipal Center Room A

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

STAFF:	James Rupert, Town Administrator

1.0 Call to Order:

Selectman B. Aaronson called the meeting to order at 6:00 p.m.

2.0 Discuss and Possibly Act on Town Administrator Job Description

Discussions:

Town Administrator James Rupert stated that the draft Town Administrator job description provided to the Board of Selectmen (BOS) combines elements of a previous job description, approximately five to six years old, with provisions from the Town Charter. He noted that the draft is not yet finalized and that the existing job description in the Town Charter is available for review.

Selectman R. Fournier questioned whether the draft was the previous version. J. Rupert clarified that the document incorporates language from the older job description and the Town Charter.

Selectman B. Aaronson expressed concern that the draft should better reflect the executive-level responsibilities of the Town Administrator as defined in the Town Charter. He suggested developing a more concise job description that prioritizes essential duties.

The BOS discussed reviewing the document together and identifying the most important responsibilities.

Selectman B. Aaronson **MOVED** to **TABLE** the discussion of the Town Administrator job description until after the BOS meets with a potential recruitment agency. Selectman M. Clarke **SECONDED; MOTION CARRIED; 5:0:0**.

Yea	Fournier, Aaronson, Clarke, DePiertro, Cowles
Nay	
Abstain	

3.0 Executive Session: Personnel Matters

a. Discuss Questions for the Finance Director Interview by the BOS.

Selectman B. Aaronson **MOVED** to **START** the Executive Session at 6:23 p.m. to discuss personnel matters, including interview questions. Selectman R. Fournier **MOVED** to invite Town Administrator J. Rupert to attend the discussion. Selectman B. Aaronson **SECONDED; MOTION CARRIED; 5:0:0.**

Yea	Fournier, Aaronson, Clarke, DePiertro, Cowles
Nay	
Abstain	

Executive Session Start Time: 6:24 p.m.

4.0 Adjourn:

Selectman M. Clarke **MOTION** to **ADJOURN** the meeting. Selectman R. Fournier **SECONDED; MOTION CARRIED; 5:0:0**.

Yea	Fournier, Aaronson, Clarke, DePiertro, Cowles
Nay	
Abstain	

ADJOURNMENT: 7:43 p.m.

Respectfully submitted by Giselle Galarza

Giselle Galarza

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