

**BOLTON TEMPORARY BUILDING COMMISSION MEETING
6:30PM, MONDAY AUGUST 31, 2026
BOLTON TOWN HALL, 222 BOLTON CENTER ROAD
In-Person and Via Zoom
MINUTES**

TPBC Members Present In-Person: Christopher Fiano, Jessica Webb-Kuzmickas, Timothy Sadler, Elaine Allgretti, Andrew Broneil (arrived 6:55pm)

Staff Present: Jim Rupert, Town Administrator; John Butrymovich, Buildings and Grounds; David Caruso, Superintendent, Bolton Schools; Kusal Huynh, Director of Finance, Bolton Schools

Staff Present Via Zoom: Rebekah Lyon, Recording Secretary

Others Present Via Zoom: Jim Loersch, Luke Smith

- 1. Call to Order:** T. Sadler called the meeting to order at 6:43pm. Technical difficulties resulted in no audio for the Zoom participants.
- 2. Public Comment:** Jim Loersch commented that he would like to see a report on the current condition of the roof in order to better understand the basis for the project.
- 3. Review Draft RFQP Document:** The first four pages of the RFQP document were edited since the previous meeting. The Commission discussed the project scope, including the type of roof, insulation, and inclusion of the parapet.

The Commission also discussed the current issues with the roof, including its age (more than 30 years old), expiration of the warranty, lack of insulation, failing parapet and roof drains, and ongoing water damage. The project is intended to address these issues and improve energy efficiency.

The Commission discussed the number of meetings and the anticipated project schedule. The tentative timeline includes sharing the document with the insurance and legal teams on September 4; publishing the RFQP the week of October 2; conducting a walkthrough the week of October 5; holding presentations of qualifications on October 26 and 27; and awarding design services the week of November 6.

There was also a brief discussion about digitizing school building plans to make existing records readily accessible to the design team. This would require administrative approval from the Town.

4. **Select date for next meeting and set meeting schedule:** The next anticipated meetings are scheduled for October 26 and 27 at 6:30 PM for presentations of qualifications. An additional meeting may be scheduled if the insurance or legal review yields significant comments.
5. **Comments from Town and BOE staff:** No comments.
6. **Adjournment:** J. Webb-Kuzmickas made a motion to adjourn. Motion seconded by and A. Broneil. Meeting adjourned at 7:49pm.

Respectfully submitted by Rebekah Lyon

Rebekah Lyon

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

Town of Bolton

Sign In Sheet

Meeting: Temporary Public Building
Commission

Date: 8/31/2026

Print Name	Print Address
1. Elaine Allegretti	8 Rolling Hills Tr.
2. JESSICA WEBB	93 VALPI RD
3. John Butrymovich	Staff
4. CHRIS FIANO	14 STONE HEDGE LANE
5. Kusal Huynh	
6. David Caruso	
7. Andrew Bronev	58 Tinker Pond Rd
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