

Town of Bolton

Voucher Detail Listing

Voucher Batch Number: 1478

06/30/2022

Fiscal Year: 2021-2022

Vendor Remit Name
Description

Account

Invoice
Invoice Date

PO No.

QTY

Vendor #

Amount

ABLE TOOL & EQUIPMENT

Check Group:

MARKING PAINT

134853-1	1	0	1005.043.4303.000000.57500.000000	6/28/2022			\$112.00
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Check #: 12153

PO/Invoice Total: \$112.00

Check Group:

2 BLADES FOR PAVEMENT SAW

134854-1	1	221631	1005.043.4303.000000.56100.000000	6/28/2022			\$650.00
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Check #: 12153

PO/Invoice Total: \$650.00
Vendor Total: \$762.00

ADVANCED COPY TECHNOLOGIES

B8459

Check Group:

FIRE HOUSE COPIER MAINTENANCE CONTRACT
4/27-7/26/22

INV148455	1	0	1005.041.4199.000000.54300.000000	6/30/2022			\$81.00
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FIRE HOUSE COPIER CONTRACT OVERAGE
1/27-4/26/22

INV148455	1	0	1005.041.4199.000000.54300.000000	6/30/2022			\$2.19
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Check #: 12154

PO/Invoice Total: \$83.19
Vendor Total: \$83.19

AIR COMPRESSOR ENGINEERING CO, INC.

Check Group:

AIR COMPRESSOR MAINTENANCE

IN000059305	1	221626	1005.042.4203.000000.54302.000000	6/6/2022			\$1,492.56
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Check #: 12155

PO/Invoice Total: \$1,492.56
Vendor Total: \$1,492.56

ARAMARK

T1253

FY 2021-22

5B

Town of Bolton

Voucher Detail Listing

Voucher Batch Number: 1478 06/30/2022

Fiscal Year: 2021-2022

Vendor Remit Name
Description

Account Amount

Invoice
Invoice Date

PO No.

QTY

Vendor #

Check Group:

UNIFORMS FOR NEW HIRE BRYANNA	1	221520	24694881	1005.041.41199.000000.56930.00000	\$39.96
			6/24/2022		

Check #: 12156

PO/Invoice Total: \$39.96
Vendor Total: \$39.96

ASPLUNDH TREE EXPERT CO.

Check Group:

TREE CUTTING & TRIMMING	1	221553	65W68622	1005.043.4303.000000.54304.00000	\$3,904.00
			6/17/2022		

Check #: 12157

PO/Invoice Total: \$3,904.00
Vendor Total: \$3,904.00

BECKER CONSTRUCTION CO.

Check Group:

APPROX 65 TONS OF PROCESSED STONE	1	221576	38034	1005.043.4303.000000.57500.00000	\$943.66
			6/30/2022		

Check #: 12158

PO/Invoice Total: \$943.66
Vendor Total: \$943.66

BEMER PETROLEUM CORP.

Check Group:

FINANCIAL ASSISTANCE FOR PROPANE DELIVERY	1	221577	527278	2860.000.0000.000000.25200.00000	\$545.84
			6/16/2022		

Check #: 12159

PO/Invoice Total: \$545.84
Vendor Total: \$545.84

BIG Y FOOD, INC.

Check Group:

T40356

Town of Bolton

Voucher Detail Listing

Voucher Batch Number: 1478

06/30/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SENIOR CTR "BREAKFAST FOR LUNCH" FOOD/SUPPLIES		1	0	045-00030309332 7-IN 6/23/2022	1005.044.4427.000000.56010.00000	\$121.96
Check #: 12160						
PO/Invoice Total:						\$121.96
Vendor Total:						\$121.96
CARROT-TOP INDUSTRIES, INC.	T2259					
Check Group:						
AMERICAN FLAG SET A1304WDG		1	221476	INV108279 6/30/2022	1005.041.4199.000000.56010.00000	\$253.00
CONNECTICUT FLAG SET SETCT		1	221476	INV108279 6/30/2022	1005.041.4199.000000.56010.00000	\$238.99
Check #: 12161						
PO/Invoice Total:						\$491.99
Vendor Total:						\$491.99
COTT SYSTEMS INC.	T1079					
Check Group:						
MICROFILM CREATION		1	0	147839 6/30/2022	1005.041.4147.000000.53520.00000	\$22.44
E-VERIFY 5/27-6/24/22		1	0	147924 6/30/2022	1005.041.4147.000000.53520.00000	\$47.05
Check #: 12162						
PO/Invoice Total:						\$69.49
Vendor Total:						\$69.49
GRCOG.						
Check Group:						
6/15/22 MEETING REGISTRATION - P. CARSON		1	0	6/15/22 MEETING 6/23/2022	1005.041.4153.000000.58100.00000	\$30.00
Check #: 12163						
PO/Invoice Total:						\$30.00

Town of Bolton

Voucher Detail Listing

Voucher Batch Number: 1478 06/30/2022

Fiscal Year: 2021-2022

Vendor Remit Name
Description

Vendor # QTY PO No. Invoice Date Account Amount

Vendor Total: \$30.00

ENGLAND TRUE VALUE HARDWARE

Check Group:

REPLACEMENT POST FOR MAILBOX	1	0	JUNE 2022 - HWY DEPT 6/30/2022	1005.043.4303.000000.57500.00000	\$54.99
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VARIOUS BUILDING SUPPLIES

JUNE 2022 - PARK DEP 6/30/2022	1	0	1005.041.41199.000000.56010.00000		\$155.77
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Check #: 12164

PO/Invoice Total: \$210.76

EQUIPMENT SPECIALISTS

Check Group:

BRACKETS	1	0	54405 6/22/2022	1005.043.4303.000000.56100.00000	\$84.90
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Check #: 12165

PO/Invoice Total: \$84.90

Check Group:

TAG REPAIR, AXLE VALVE PARTS & LABOR	1	221628	26621 6/29/2022	1005.043.4303.000000.54300.00000	\$248.40
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Check #: 12165

PO/Invoice Total: \$248.40

EVERSOURCE.

Check Group:

Electricity 5/20-6/21/22 #2007 FIRE DEPT	1	0	#2007 5/20-6/21/22 6/21/2022	1005.041.41199.000000.56220.00000	\$458.20
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Electricity 5/20-6/21/22 #2014 TOWN HALL

5/20-6/21/22 6/21/2022	1	0	#2014 5/20-6/21/22 6/21/2022	1005.041.41199.000000.56220.00000	\$623.93
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Vendor Total: \$333.30

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2021-2022

Vendor Remit Name
Description

Voucher Batch Number: 1478

06/30/2022

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Electricity 5/20-6/21/22 #2020 98 NOTCH REAR	1	0	#2020 5/20-6/21/22 6/21/2022	1005.041.41199.000000.56220.00000	\$411.75
Electricity 5/20-6/21/22 #2031 LIONS	1	0	#2031 5/20-6/21/22 6/21/2022	1005.041.41199.000000.56220.00000	\$61.56
Electricity 5/20-6/21/22 #2041 INP	1	0	#2041 5/20-6/21/22 6/21/2022	1005.041.41199.000000.56220.00000	\$44.37
Electricity 5/20-6/21/22 #2045 BML	1	0	#2045 5/20-6/21/22 6/21/2022	1005.041.41199.000000.56220.00000	\$628.15
Electricity 5/20-6/21/22 #2055 GAZEBO	1	0	#2055 5/20-6/21/22 6/21/2022	1005.041.41199.000000.56220.00000	\$44.00
Electricity 5/20-6/21/22 #2075 98 NOTCH SSS	1	0	#2075 5/20-6/21/22 6/21/2022	1005.041.41199.000000.56220.00000	\$44.00
Electricity 5/20-6/21/22 #2086 RST	1	0	#2086 5/20-6/21/22 6/21/2022	1005.041.41199.000000.56220.00000	\$71.85
Electricity 5/20-6/21/22 #2092 NRMC	1	0	#2092 5/20-6/21/22 6/21/2022	1005.041.41199.000000.56220.00000	\$820.57
Electricity 5/20-6/21/22 #4029 BHF	1	0	#4029 5/20-6/21/22 6/21/2022	1005.041.41199.000000.56220.00000	\$20.50
Electricity 5/20-6/21/22 #4069 BALLFIELD	1	0	#4069 5/20-6/21/22 6/21/2022	1005.041.41199.000000.56220.00000	\$316.73
Electricity 4/22-6/22/22 #4071 HERRICK PARK	1	0	#4071 4/22-6/22/22 6/22/2022	1005.041.41199.000000.56220.00000	\$527.53
Electricity 5/20-6/21/22 #6034 BI-OP SHED	1	0	#6034 5/20-6/21/22 6/21/2022	1005.041.41199.000000.56220.00000	\$44.93

Town of Bolton

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Electricity 5/20-6/21/22 #9098 TENNIS COURTS		1	0	#9098 5/20-6/21/22 6/21/2022	1005.041.4199.000000.56220.00000	\$205.81
Check #: 12166						
PO/Invoice Total:						\$4,323.88
Vendor Total:						\$4,323.88
FIREMATIC SUPPLY CO. INC						
Check Group: T3439						
HAZ MAT METERS, HAND TOOLS, SCENE LIGHTS, TOOL BOXES (UPF)		1	220811	PF777625 6/28/2022	1005.042.4203.000000.57300.00000	\$1,520.74
Check #: 12167						
PO/Invoice Total:						\$1,520.74
Check Group:						
ELKHART NOZZLE W/QUAD STACKED TIPS, 2.5 GAL PW EXTINGUISHER, 20LB ABC EXTINGUISHER, AKRON TURBOJET NOZZLES (2 RED & BLUE, 1 YELLOW), FLAT HEAD AXE, PIKE HEAD AXE & HALLAGAN BAR		1	221617	PF777173 6/29/2022	1005.042.4203.000000.57300.00000	\$3,025.00
Check #: 12167						
PO/Invoice Total:						\$6,959.26
Vendor Total:						\$8,480.00
GALASSO MATERIALS LLC						
Check Group:						
SHIM, TACK & PAVE DRIVEWAYS - ANTHONY RD, ELIZABETH RD, VILLA LOUISA & FRENCH RD		1	221361	501836 6/30/2022	1005.043.4303.000000.57500.00000	\$177,281.98
Check #: 12168						

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Amount

Vendor # QTY PO No. Invoice Invoice Date Account

PO/InvoiceTotal: \$177,281.98

Vendor Total: \$177,281.98

HARTFORD COURANT MEDIA GROUP

Check Group:

REFERENDUM NOTICES	1	0	54832556000	1005.041.4147.000000.55400.00000	\$115.34
			5/31/2022		

Check #: 12169

PO/InvoiceTotal: \$115.34

Vendor Total: \$115.34

KAHN TRACTOR & EQUIPMENT, INC

Check Group:

HYUNDAI LOADER ELECTRICAL REPAIRS	1	221627	WO43165	1005.043.4303.000000.54300.00000	\$836.48
			6/29/2022		

Check #: 12170

PO/InvoiceTotal: \$836.48

Vendor Total: \$836.48

LAFRAMBOISE WATER SERVICE INC

Check Group:

SALT	1	0	50908	1005.041.4199.000000.56010.00000	\$69.00
			6/21/2022		

Check #: 12171

PO/InvoiceTotal: \$69.00

Vendor Total: \$69.00

LOWES BUSINESS ACCOUNT

Check Group:

REPLACEMENT FOR PLANTER DAMAGED BY HWY DEPT	1	0	18228	1005.041.4199.000000.56010.00000	\$67.42
			6/13/2022		

Check #: 12172

PO/InvoiceTotal: \$67.42

Town of Bolton

Voucher Detail Listing

Voucher Batch Number: 1478 06/30/2022

Fiscal Year: 2021-2022

Vendor Remit Name
Description

Vendor # QTY PO No. Invoice Date Account Amount

Check Group:

TRIMMER LINE, PAINT & OTHER SUPPLIES	1	221561	28435 6/3/2022	1005.041.4199.000000.56010.00000	\$339.27
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Check #: 12172

PO/Invoice Total: \$339.27
Vendor Total: \$406.69

MONROE TRACTOR & IMPLEMENT CO, INC.

Check Group:

580 CASE EMISSION REPAIRS	1	221630	W02660 6/29/2022	1005.043.4303.000000.54300.00000	\$1,414.65
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Check #: 12173

PO/Invoice Total: \$1,414.65
Vendor Total: \$1,414.65

MONTAGE ENTERPRISES, INC

Check Group:

LINK FOR BOOM MOWER	1	221632	96427 6/28/2022	1005.043.4303.000000.56100.00000	\$1,501.90
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Check #: 12174

PO/Invoice Total: \$1,501.90
Vendor Total: \$1,501.90

OLD IRON REPAIR, LLC

Check Group:

MOWER WELDMENT REPAIRS	1	221629	865 6/29/2022	1005.043.4303.000000.54300.00000	\$500.00
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Check #: 12175

PO/Invoice Total: \$500.00
Vendor Total: \$500.00

OVERHEAD DOOR CO. OF HARTFORD, INC.

T2049

Check Group:

Town of Bolton

Voucher Detail Listing

Voucher Batch Number: 1478

06/30/2022

Fiscal Year: 2021-2022

Vendor Remit Name
Description

Account

Invoice
Invoice Date

PO No.

QTY

Vendor #

Amount

4 GARAGE DOOR TRANSMITTERS 1 221637 1005.042.4203.000000.57300.00000 504001. 6/10/2022 244.48

Check #: 12176

PO/InvoiceTotal: \$244.48

Vendor Total: \$244.48

PATRICE L CARSON

Check Group:

CONSULTING SERVICES 6/27-6/30/22

20 0

6/27-6/30/22
6/30/2022

1005.041.4151.000000.53300.00000

\$1,300.00

Check #: 12177

PO/InvoiceTotal: \$1,300.00

Vendor Total: \$1,300.00

RAINBOW GRAPHICS INC

Check Group:

SUMMER T-SHIRTS/APPEL FOR STAFF &
COUNSELORS

1 221584

21239
6/27/2022

2970.045.4503.300101.56120.00000

\$176.00

Check #: 12178

PO/InvoiceTotal: \$176.00

Vendor Total: \$176.00

SECURITY TECHNOLOGIES

Check Group:

SECURITY SYSTEM REPLACEMENT AT SENIOR
CENTER & FINANCE DEPT

1 220996

60427
6/30/2022

1005.041.4199.000000.54300.00000

\$5,372.50

Check #: 12179

PO/InvoiceTotal: \$5,372.50

Vendor Total: \$5,372.50

SKIPS WASTEWATER SERVICES INC.

Check Group:

Town of Bolton

Voucher Detail Listing

Voucher Batch Number: 1478

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PO No.

QTY

Vendor #

REPLACE DOSING CHAMBER AS PER QUOTE #10735

Amount

1 221518

1005.049.4951.000000.54411.00000

\$12,000.00

12/160A-1.

6/30/2022

Check #: 12180

PO/Invoice Total: \$12,000.00

Vendor Total: \$12,000.00

STRYKER SALES CORPORATION

Check Group:

AED PADS, WIRES, REPLACEMENT PARTS

1 220890

1005.042.4203.000000.56900.00000

\$356.70

10391523 DM

2/23/2022

Check #: 12181

PO/Invoice Total: \$356.70

Vendor Total: \$356.70

TILCON CONNECTICUT INC.

Check Group:

ASPHALT

1 220615

1005.043.4303.000000.57500.00000

\$201.09

1779306

6/25/2022

ASPHALT DELIVERED 6/29/22

1 220615

1005.043.4303.000000.57500.00000

\$233.13

1780654

7/7/2022

Check #: 12182

PO/Invoice Total: \$434.22

Vendor Total: \$434.22

TOWN OF COVENTRY

Check Group:

DORNENBURG KALLENBACH ADVERTISING SVCS
FOR 4-TOWN VITALITY STUDY

1 0

1005.041.4107.000000.53300.00000

\$2,000.00

4-TOWN STUDY

PYMT

6/30/2022

Check #: 12183

PO/Invoice Total: \$2,000.00

Vendor Total: \$2,000.00

UCONN, SCHOOL OF BUSINESS

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2021-2022

Vendor Remit Name
Description

Voucher Batch Number: 1478

06/30/2022

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:					
CERTIFICATION CLASS #1 - B. DIXON	1	221635	34360 6/22/2022	1005.041.41197.000000.53200.000000	\$200.00
Check #: 12184					
PO/Invoice Total:					\$200.00
Vendor Total:					\$200.00
WEST REACH CONSTRUCTION CO., INC. T5361					
Check Group:					
REMODEL LIBRARY CONFERENCE ROOM PER QUOTE	1	221384	9979 6/30/2022	1005.049.4907.000000.57206.000000	\$12,700.00
Check #: 12185					
PO/Invoice Total:					\$12,700.00
Vendor Total:					\$12,700.00
Grand Total:					\$238,742.53

End of Report

Town of Bolton

Voucher Detail Listing

Voucher Batch Number: 1014

07/13/2022

Fiscal Year: 2022-2023

Vendor Remit Name Description

Account

Invoice Invoice Date

PO No.

QTY

Vendor #

Amount

ANTHEM BLUE CROSS

Check Group:

RETIREE MEDICAL - JULY 2022

1354583G
6/17/2022

1 0

1005.000.0000.000000.20770.00000

\$458.57

Check #: 12186

PO/Invoice Total: \$458.57

Vendor Total: \$458.57

ANTHEM LIFE

Check Group:

TOWN LIFE INSURANCE - JULY 2022

8078315
6/17/2022

1 0

1005.041.4141.000000.52100.00000

\$165.16

Check #: 12187

PO/Invoice Total: \$165.16

Vendor Total: \$165.16

APTUITIV, INC

Check Group:

WEBSITE MAINTENANCE/WEB HOSTING FEES FOR PERIOD 6/13-9/13/22

b-38031
6/13/2022

1 0

1005.041.4107.000000.53520.00000

\$333.00

Check #: 12188

PO/Invoice Total: \$333.00

Vendor Total: \$333.00

BROWN & BROWN OF CT, INC

Check Group:

MONTHLY SERVICE CONTRACT - JULY 2022

8981402
6/10/2022

1 0

1005.041.4141.000000.52010.00000

\$768.00

Check #: 12189

PO/Invoice Total: \$768.00

Vendor Total: \$768.00

CCM.

T1539

FY 2022-23

Town of Bolton

Voucher Detail Listing

Voucher Batch Number: 1014

07/13/2022

Fiscal Year: 2022-2023

Vendor Remit Name
Description

Account

Invoice
Invoice Date

PO No.

QTY

Vendor #

Amount

Check Group:

ANNUAL MUNICIPAL SERVICES FEE - FY 22/23 1 0 INV303824 1005.041.4107.000000.58100.00000 \$3,207.00
6/9/2022

Check #: 12190

PO/Invoice Total: \$3,207.00
Vendor Total: \$3,207.00

CIRMA

Check Group:

ANNUAL NSUR RENEWAL - FY 22/23 1 0 25401 1005.041.4157.000000.55200.00000 \$578.00
4/15/2022

Check #: 12191

PO/Invoice Total: \$578.00
Vendor Total: \$578.00

COMCAST.

Check Group:

HP INTERNET #5775 6/30-7/29/22 1 0 #5775 1005.043.4399.000000.55300.00000 \$110.35
6/30-7/29/22

FIRE DEPT TV - JULY 2022 1 0 #9727 7/1-7/31/22 1005.042.4203.000000.55300.00000 \$139.57
6/19/2022

Check #: 12192

PO/Invoice Total: \$249.92
Vendor Total: \$249.92

CT DEPT OF ENERGY & ENVIRONMENTAL PROT. B3032

Check Group:

TRANSFER STATION ANNUAL PERMIT FEE - FY 22/23 1 0 DEP390723 1005.084.8405.000000.58100.00000 \$800.00
5/20/2022

Check #: 12193

PO/Invoice Total: \$800.00
Vendor Total: \$800.00

Town of Bolton

Voucher Detail Listing

Voucher Batch Number: 1014

07/13/2022

Fiscal Year: 2022-2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
FRONTIER.						
Check Group:						
RST TELEPHONE #0933 6/27-7/26/22		1	0	#0933 6/27-7/26/22	1005.043.4399.000000.55300.00000	\$79.75
				5/27/2022		
					Check #: 12194	
					PO/Invoice Total:	\$79.75
					Vendor Total:	\$79.75
GOVERNMENT FINANCE OFFICERS ASSOC.						
	T2133					
Check Group:						
ANNUAL MEMBERSHIP FOR PERIOD 8/1/22-7/31/23 - J COLLINS		1	0	NOTICE #2267308 6/20/2022	1005.041.4117.000000.58100.00000	\$160.00
					Check #: 12195	
					PO/Invoice Total:	\$160.00
					Vendor Total:	\$160.00
LOERWOOD ASSOC						
Check Group:						
FINANCIAL ASSISTANCE - SECURITY DEPOSIT 3 BRANDY ST APT 4		1	230004	SEC DEPOSIT - APT 4 5/31/2022	2860.000.00000.000000.25200.00000	\$1,275.00
					Check #: 12196	
					PO/Invoice Total:	\$1,275.00
					Vendor Total:	\$1,275.00
SHI INTERNATIONAL CORP						
Check Group:						
BARRACUDA SUBSCRIPTION LICENSE 6/19/22-6/18/23		1	0	B15298825 5/27/2022	1005.041.4107.000000.53520.00000	\$5,416.08
					Check #: 12197	
					PO/Invoice Total:	\$5,416.08
					Vendor Total:	\$5,416.08

Town of Bolton

Voucher Detail Listing

Voucher Batch Number: 1014 07/13/2022

Fiscal Year: 2022-2023

Vendor Remit Name
Description

Account Amount

Invoice
Invoice Date

PO No.

Vendor #

QTY

1

0

0

0

THE BOSTON GLOBE

Check Group:

NEWSPAPER SUBSCRIPTION THROUGH 7/3/22 1005.045.4501.000000.56400.00000 RENEW THRU 7/3/22 1 0 0 0 \$21.20

INVOICE PROCESSING FEE 1005.045.4501.000000.56400.00000 RENEW THRU 7/3/22 1 0 0 0 \$1.50

Check #: 12198

PO/InvoiceTotal: \$22.70

Vendor Total: \$22.70

TOLLAND COUNTY TOWN CLERKS ASSOC.

Check Group:

ANNUAL DUES 2022-2023 - E WATERS & C 1005.041.4147.000000.58100.00000 2022-2023 DUES 1 0 0 0 \$50.00

CHMIELOWIEC 7/5/2022

Check #: 12199

PO/InvoiceTotal: \$50.00

Vendor Total: \$50.00

USI INS. SERVICES LLC

Check Group:

COMM LINES CONSULT FEE - 2ND INSTALLMENT FOR 1005.041.4157.000000.55200.00000 4179104 1 0 0 0 \$7,500.00

PERIOD 1/1/22-1/1/23 6/1/2022

Check #: 12200

PO/InvoiceTotal: \$7,500.00

Vendor Total: \$7,500.00

VISION GOVERNMENT SOLUTIONS

Check Group:

ANNUAL CAMA MAINTENANCE - FY 22/23 1005.041.4107.000000.53520.00000 IN009456 1 230017 0 0 \$7,861.00

7/1/2022

Town of Bolton

Voucher Detail Listing

Fiscal Year: 2022-2023

Vendor Remit Name
Description

Voucher Batch Number: 1014

07/13/2022

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ANNUAL WEBSITE MAINTENANCE & WEB HOSTING FEES - FY 22/23	1	230017	IN009457 7/1/2022	1005.041.4107.000000.53520.00000	\$1,935.00

Check #: 12201

PO/Invoice Total: \$9,796.00
Vendor Total: \$9,796.00
Grand Total: \$30,859.18

End of Report

The following summary of section 149 of Public Act No. 21-2 (June Special Session), as amended by section 1 of Public Act No. 22-3, was drafted by counsel at the FOIC. It is provided only as a guide. While every effort has been made to ensure an accurate interpretation of their provisions, the public is encouraged to consult an official copy of the public acts.¹

A Primer Regarding Public Meetings Held Using Electronic Equipment

Section 149 of Public Act No. 21-2, as amended by section 1 of Public Act No. 22-3, authorizes public agencies to hold public meetings solely or in part using electronic equipment², and establishes requirements and procedures for holding such meetings. Public agencies are not required to hold meetings using electronic equipment.

Agencies that hold a public meeting using electronic equipment must comply with the requirements and procedures set forth in section 149 of Public Act No. 21-2, as amended by section 1 of Public Act No. 22-3, and in accordance with the provisions of section 1-225 of the Freedom of Information (“FOI”) Act.

❖ **Regular Meetings Held Solely or In Part Using Electronic Equipment**³

➤ Notice and Agenda:

- Not less than 48 hours before a public agency conducts a regular meeting using electronic equipment, the agency must provide:
 - (1) Direct notification in writing or by electronic transmission⁴ to each member of the public agency; and
 - (2) Post a notice that the agency intends to conduct the meeting solely or in part using electronic equipment. Such notice must be posted as follows:
 - i) in the agency’s regular office or place of business;

¹ <https://www.cga.ct.gov/2021/ACT/PA/PDF/2021PA-00002-R00SB-01202SS1-PA.PDF>;
<https://www.cga.ct.gov/2022/ACT/PA/PDF/2022PA-00003-R00HB-05269-PA.PDF>.

² "Electronic equipment" is defined in §1-200(12) of the FOI Act as “any technology that facilitates real-time public access to meetings, including, but not limited to, telephonic, video or other conferencing platforms”.

³ These requirements do not apply to meetings of the General Assembly.

⁴ "Electronic transmission" is defined in §1-200(13) as “any form or process of communication not directly involving the physical transfer of paper or another tangible medium, which (A) is capable of being retained, retrieved and reproduced by the recipient, and (B) is retrievable in paper form by the recipient.”

ii) in the office and on the website of the Secretary of the State for any state or quasi-public agency; in the clerk's office for any agency of a political subdivision of the state; or in the clerk's office for each municipal member of any multitown district or agency; and

iii) on the agency's website, if available.

- Not less than 24 hours before a public agency conducts a regular meeting using electronic equipment, the agency must post a meeting agenda. Such agenda must be posted as follows:

i) in the agency's regular office or place of business;

ii) in the office and on the website of the Secretary of the State for any state or quasi-public agency; in the clerk's office for any agency of a political subdivision of the state; or in the clerk's office for each municipal member of any multitown district or agency; and

iii) on the agency's website, if available.

- The notice and agenda must (1) be posted in accordance with the provisions of section 1-225 of the FOI Act and (2) include instructions for the public to attend and provide comment or otherwise participate in the meeting, if permitted.

➤ **Additional Requirements for Regular Meetings Held *Solely* Using Electronic Equipment:**

- If a public agency intends to hold a regular meeting solely using electronic equipment, the agency must:
 - (1) Provide any member of the public, upon request, with a physical location and any electronic equipment necessary to attend the meeting in real-time.
 - a. Such request must be submitted in writing and not less than 24-hours prior to the meeting.
 - (2) Allow such individual the same opportunities to provide comment or otherwise participate in the meeting as would be afforded if the meeting was held in person, with the following exception:
 - a. The public agency is not required to adjourn or postpone a meeting if such person loses the ability to participate because of an interruption, failure or degradation of such person's connection to the meeting by electronic equipment.
 - (3) Record or transcribe the meeting, except for any portion of an executive session.

- a. Any recordings or transcriptions must be posted on the agency's website and made available to the public to view, listen to and copy in the agency's office or regular place of business not later than 7 days after the meeting.
- b. Any recordings or transcriptions must be available to the public for at least 45 days after the meeting.

(4) If a quorum of the members of a public agency attend a meeting by means of electronic equipment from the same physical location, permit members of the public to attend the meeting from that physical location.

- If a member of a public agency loses the ability to participate because of an interruption, failure or degradation of that member's connection to the meeting by electronic equipment, the public agency is not required to adjourn or postpone a meeting unless such member's participation is necessary to form a quorum.

❖ Special Meetings Held Solely or in Part Using Electronic Equipment⁵

➤ Notice and Agenda:

- The notice and agenda must:

- (1) Be posted not less than 24 hours prior to the special meeting in accordance with the provisions of section 1-225 of the FOI Act;
- (2) Include whether the special meeting will be conducted solely or in part using electronic equipment; and
- (3) Include instructions for the public to attend and provide comment or otherwise participate in the meeting, if permitted.

❖ Votes Taken By Roll Call at Regular and Special Meetings Held Using Electronic Equipment:

- Any vote taken at a meeting during which any member of the public agency participates using electronic equipment must be taken by roll call, unless the vote is unanimous.

❖ Minutes for Regular and Special Meetings Held Using Electronic Equipment:

- The minutes for a meeting during which any member of the public agency participates using electronic equipment must list the members who attended the meeting in person and those members who attended the meeting using electronic equipment.

⁵ These requirements do not apply to public meetings of the General Assembly.

- The minutes must also be made available and posted in accordance with the provisions of section 1-225 of the FOI Act.

❖ **Participation at Regular and Special Meetings Held Using Electronic Equipment:**

➤ Opportunity for Public to Comment or other Otherwise Participate:

- A public agency is not required to offer members of the public who attend a meeting using electronic equipment the opportunity for public comment or other participation if such opportunity is not required for members of the public who attend a public meeting in person.

➤ Requirement for Member of Public Agency and Public to Identify Self:

- Any member of a public agency or the public who participates orally in a meeting held using electronic equipment must make a “good faith effort” to state such person’s name and title, if applicable, at the outset of each occasion that such person participates orally during an uninterrupted dialogue or series of questions and answers.

❖ **Interruption of Regular or Special Meeting Due to the Failure, Disconnection or Degradation of Electronic Equipment - Resumption of Meeting:**

- If a meeting is interrupted due to the failure, disconnection or, in the chairperson’s determination, unacceptable degradation of electronic equipment, or if a member necessary to form a quorum loses the ability to participate due to the failure, disconnection or degradation of the member’s connection, the public agency may resume the meeting in accordance with the following:

- The meeting may be resumed not less than 30 minutes and not more than 2 hours from the time of interruption or the chairperson’s determination.
- The meeting may be resumed:
 - (1) in person, if a quorum is present in person, or
 - (2) if a quorum is restored by means of electronic equipment, solely or in part by such equipment.
- If a meeting is resumed, then the public agency must:
 - (1) Restore electronic access to the public if such capability has been restored; and
 - (2) Post, if practicable, a notification on the agency’s website of the expected time of resumption or of the adjournment or postponement of the meeting.

- At the beginning of any meeting, the public agency may announce what preplanned procedures are in place for resumption of a meeting that is interrupted.

❖ **Interruption of Regular or Special Meeting Held Using Electronic Equipment Due to Disorderly Conduct:**

- If a meeting is interrupted by any person or groups of persons attending such meeting by electronic equipment so as to render the orderly conduct of such meeting unfeasible and order cannot be restored, the public agency may terminate such person's or group of persons' attendance by electronic equipment until such person or persons conforms to order, or, if need be, until such meeting is closed.

Robert's Rules for electronic voting

As covered in our Robert's Rules of Order for voting piece, some methods of voting should be used in person, while others are more appropriate for e-meetings:

Vote type	In-person or remote?
Viva voce (by voice)	In-person
Vote by rising	In-person
Vote by ballot	In-person
Vote by mail	Remote
Vote by e-mail	Remote
Vote by unanimous consent	In-person
Roll call voting	In-person
Absentee voting	Remote (by proxy who is in-person)

7/12/22

July Highlights

From Interim Town Administrative Officer

- Attended CRCOG Policy Board MTG
- Attended EHHD Board of Directors meeting
- Working on contract for trash services
- continuing to put new computers into service
- Waiting on background check for the Crewman III position candidate
- Completed road paving
- Completed everything for the Strawberry Festival
- Coordinated lake treatment for curly pondweed
- culvert repairs on Cook Drive completed
- coordinating a meeting between engineers regarding Mark Anthony bridge
- Multiple job postings listed
- Opened lake for the season, going well so far
- Interviews for custodian and maintainer
- Interviews for admin
- Updating website with water quality information
- Updated animal control contact information
- Coordinating special Town Meeting
- Updated insurance for use of space for referendum
- Purchased Vote Today signs
- Reorganizing Selectman's office
- Completed safe streets campaign with Troopers
- Received a notice of award for pickle ball courts

Respectfully submitted,

James Rupert
Interim Town Administrative Officer

RESOLUTION: Effective with the 7/1/2022 account balances, the Board of Selectmen allow certain Board of Education department specific revenues which are non-fiduciary in nature to be deposited into the school student activity accounts, which are fiduciary in nature and to allow any remaining unspent balances of these non-fiduciary funds to be carried over from year to year. A listing of the sources and uses of these non-fiduciary funds must be presented to the Board of Education Chair (or their designee), the Superintendent of Schools, First Selectman (or their designee), and the Town Administrator for review and approval by October 1 every five years. All individuals acting on behalf of their board must agree on the approvals. Any new revenue sources or changes in approved uses that occur during a fiscal year and prior to the five-year review must be submitted to the Superintendent of Schools and Town Administrator who must approve the request before the new funds can be received or before the changes in any approved uses can be made. The five year review, which will include any approved changes, will be documented in a report signed by all approving parties and will be provided to the Board of Education and the Board of Selectmen within 45 days.