

**TOWN OF BOLTON  
BOARD OF SELECTMEN  
SPECIAL MEETING – A/P  
TUESDAY, JANUARY 17, 2023 – 9:30 A.M.  
CALL IN NUMBER: 1-929-205-6099  
MEETING I.D.: 840 2997 7907**

1. Call to Order.
2. Consider and Act on A/P Report.
3. Consider and Act on Budget Transfers.
4. Consider and Act on Approval for Program Coordinator/Admin Asst. for Senior Center.
5. Adjournment.

2

### Town of Bolton

#### Voucher Detail Listing

Fiscal Year: 2022-2023

Voucher Batch Number: 1250

01/19/2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
-------------------------------	----------	-----	--------	----------------------	---------	--------

ALL AMERICAN WASTE, LLC	T8450					
-------------------------	-------	--	--	--	--	--

Check Group: CONTRACT PICK-UP JAN 2023

		1	0	803125655 1/1/2023	1005.084.8405.000000.54101.00000 Refuse Removal. - Ref. Serv.	\$32,022.46
--	--	---	---	-----------------------	--	-------------

Check #: 12921

PO/InvoiceTotal: \$32,022.46

Vendor Total: \$32,022.46

ANTHEM LIFE

Check Group: TOWN LIFE INSURANCE - JAN 2023

		1	0	8513743 12/16/2022	1005.041.4141.000000.52100.00000 Life Insurance - Empl. Bene	\$159.36
--	--	---	---	-----------------------	---	----------

Check #: 12922

PO/InvoiceTotal: \$159.36

Vendor Total: \$159.36

APTUITIV, INC

Check Group: BRANCH CMS PLUS PROGRAM

		1	0	b-39179 12/13/2022	1005.041.4107.000000.53520.00000 Other Tech. Services - Admin.	\$333.00
--	--	---	---	-----------------------	---	----------

Check #: 12923

PO/InvoiceTotal: \$333.00

Vendor Total: \$333.00

BOBCAT OF CONNECTICUT INC

Check Group: CLUTCH FOR CHIPPER

	T19092	1	230913	01-442493 1/6/2023	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$1,948.96
--	--------	---	--------	-----------------------	--	------------

Check #: 12924

PO/InvoiceTotal: \$1,948.96

Vendor Total: \$1,948.96

BOLTON LAND TRUST

Check Group:

Printed: 01/11/2023 1:13:39 PM

Report: rptAPVoucherDetail

2022.3.13

Page: 1

**Town of Bolton**

**Voucher Detail Listing**

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Voucher Batch Number: 1250

01/19/2023

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
	1	0	2023 CONTRIBUTION 1/10/2023	1005.045.4599.000000.58100.00000 Dues & Fees - Cons. Comm.	\$25.00
2023 ANNUAL CONTRIBUTION					
Check #: 12925					
PO/InvoiceTotal:					\$25.00
Vendor Total:					\$25.00
BRIAN NYBERG					
Check Group:					
	1	0	REFEREE 1/7/23 #1 1/9/2023	2970.045.4503.300103.53400.00000 Youth Basketball - Other Professional Serv.	\$55.00
	1	0	REFEREE 1/7/23 #2 1/9/2023	2970.045.4503.300103.53400.00000 Youth Basketball - Other Professional Serv.	\$55.00
	1	0	REFEREE 1/7/23 #3 1/9/2023	2970.045.4503.300103.53400.00000 Youth Basketball - Other Professional Serv.	\$55.00
	1	0	REFEREE 1/7/23 #4 1/9/2023	2970.045.4503.300103.53400.00000 Youth Basketball - Other Professional Serv.	\$55.00
	1	0	REFEREE 1/7/23 #5 1/9/2023	2970.045.4503.300103.53400.00000 Youth Basketball - Other Professional Serv.	\$52.00
	1	0	REFEREE 1/7/23 #6 1/9/2023	2970.045.4503.300103.53400.00000 Youth Basketball - Other Professional Serv.	\$52.00
Check #: 12926					
PO/InvoiceTotal:					\$324.00
Vendor Total:					\$324.00
BRODART CO.					
Check Group:					
	1	0	615994 12/22/2022	1005.045.4501.000000.56120.00000 Office Oper. Supplies - Libr.	\$103.79
Check #: 12927					
2022.3.13					

**Town of Bolton**

**Voucher Detail Listing**

Fiscal Year: 2022-2023

Voucher Batch Number: 1250

01/19/2023

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group: PO/Invoice Total: \$103.79						
3 BOOKS		1	230658	B6540234 12/28/2022	1005.045.4501.000000.56400.00000 Library Materials - Libr.	\$65.39
Check #: 12927						
Vendor Total: \$169.18						
PO/Invoice Total: \$65.39						
CBOA T1118						
Check Group:						
1/19/23 TRAINING MEETING REGISTRATIONS - J RUPERT & R HECKMAN		1	0	1/19/23 MEETING 1/4/2023	1005.041.4151.000000.53200.00000 Prof. Educational Training - Build. & Land Use	\$40.00
Check #: 12928						
Vendor Total: \$40.00						
PO/Invoice Total: \$40.00						
CHERYL EREMITA						
Check Group:						
WINCH & SNATCH BLOCK FOR FORESTRY AND TRAILER		1	0	AMAZON 11/22/22 12/30/2022	1005.042.4203.000000.56100.00000 Repairs & Maint. Supplies - Fire Comm.	\$166.31
Check #: 12929						
Vendor Total: \$166.31						
PO/Invoice Total: \$166.31						
CRM CO, LLC						
Check Group:						
RECYCLE CENTER TIRE REMOVAL		1	230858	CRM22-2421 12/14/2022	1005.084.8405.000000.54101.00000 Refuse Removal. - Ref. Serv.	\$506.00
Check #: 12930						
Vendor Total: \$506.00						
PO/Invoice Total: \$506.00						

# Town of Bolton

## Voucher Detail Listing

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Voucher Batch Number: 1250

01/19/2023

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CT FIRE CHIEF ASSN, INC					
Check Group:					
T5222					
ANNUAL MEMBERSHIP DUES 2023 - B DIXON & M EREMITA	1	0	DUES 2023 1/8/2023	1005.042.4203.000000.58100.00000 Dues & Fees - Fire Comm.	\$120.00
				Check #: 12931	
				PO/Invoice Total:	\$120.00
				Vendor Total:	\$120.00
CT LAND CONSERVATION COUNCIL					
Check Group:					
2023 ANNUAL ORGANIZATIONAL MEMBERSHIP RENEWAL	1	0	2023 RENEWAL 1/10/2023	1005.045.4599.000000.58100.00000 Dues & Fees - Cons. Comm.	\$50.00
				Check #: 12932	
				PO/Invoice Total:	\$50.00
				Vendor Total:	\$50.00
DEPT OF ENVIRONMENTAL PROTECTION					
Check Group:					
LANDUSE QUARTERLY FEES OCT-DEC 2022	1	0	LANDUSE OCT-DEC 2022 1/3/2023	1005.000.0000.000000.20794.00000 Landuse Activity Account	\$1,334.00
				Check #: 12933	
				PO/Invoice Total:	\$1,334.00
				Vendor Total:	\$1,334.00
ENGLAND TRUE VALUE HARDWARE					
Check Group:					
HARDWARE	1	0	DEC 2022 - HWY DEPT 12/31/2022	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$24.46
SUPPLIES FOR VARIOUS BUILDINGS	1	0	DEC 2022 - PARK DEPT 12/31/2022	1005.043.4399.000000.56100.00000 Supplies - Town Building Oper.	\$391.93

## Town of Bolton

### Voucher Detail Listing

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Voucher Batch Number: 1250

01/19/2023

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
1	0		TRANSACTION #777431 12/29/2022	1005.045.4501.000000.56120.00000 Office Oper. Supplies - Libr.	\$6.29
Check #: 12934					
PO/InvoiceTotal:					\$422.68
Vendor Total:					\$422.68
EVERSOURCE.					
Check Group:					
Electricity - #2007 FIRE DEPT	1	0	#2007 11/18-12/20/22 12/21/2022	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$637.64
Electricity - #2014 TOWN HALL	1	0	#2014 11/18-12/20/22 12/21/2022	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$568.22
Electricity - #2018 TRAFFIC LIGHTS	1	0	#2018 12/1/22-1/3/23 1/3/2023	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$33.41
Electricity - #2020 98 NOTCH REAR	1	0	#2020 11/18-12/20/22 12/21/2022	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$478.59
Electricity - #2031 LIONS	1	0	#2031 11/18-12/21/22 12/21/2022	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$47.63
Electricity - #2041 INDIAN NOTCH PARK	1	0	#2041 11/18-12/20/22 12/21/2022	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$44.16
Electricity - #2045 LIBRARY	1	0	#2045 11/18-12/20/22 12/21/2022	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$402.38
Electricity - #2048 STREET LIGHTS	1	0	#2048 12/1/22-1/3/23 1/3/2023	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$1,452.95
Electricity - #2055 GAZEBO	1	0	#2055 11/18-12/21/22 12/21/2022	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$52.34

## Town of Bolton

### Voucher Detail Listing

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Voucher Batch Number: 1250

01/19/2023

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Electricity - #2075 98 NOTCH SSS	1	0	#2075 11/18-12/21/22	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$44.00
Electricity - #2086 RST	1	0	#2086 11/18-12/21/22	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$70.82
Electricity - #2092 NRMC	1	0	#2092 11/18-12/20/22	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$705.16
Electricity - #4029 BHF	1	0	#4029 11/18-12/21/22	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$23.10
Electricity - #4069 BALLFIELD	1	0	#4069 11/18-12/20/22	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$171.28
Electricity - #4071 HERRICK PARK	1	0	#4071 11/21-12/21/22	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$30.00
Electricity - #5034 HIGH RIDGE FARM	1	0	#5034 11/14-12/14/22	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$13.55
Electricity - #6034 BI-OP SHED	1	0	#6034 11/18-12/21/22	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$44.91
Electricity - #9098 TENNIS COURTS	1	0	#9098 11/18-12/21/22	1005.043.4399.000000.56220.00000 Electricity - Town Building Oper.	\$222.94

Check #: 12935

PO/InvoiceTotal: \$5,043.08

Vendor Total: \$5,043.08

FREIGHTLINER OF HARTFORD, INC.

T1995

Check Group:

AIR COMPRESSORS

1005.043.4303.000000.56100.00000

SWITCH

Repair & Maintenance Supplies - H.W.

1005.043.4303.000000.56100.00000

Repair & Maintenance Supplies - H.W.

## Town of Bolton

### Voucher Detail Listing

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Voucher Batch Number: 1250

01/19/2023

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:					
				Check #: 12936	PO/InvoiceTotal: \$255.31
	1	230855	927291 12/12/2022	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$265.29
Check Group:					
				Check #: 12936	PO/InvoiceTotal: \$265.29
	1	230856	121699 12/14/2022	1005.043.4303.000000.54300.00000 Repairs & Maintenance Services - H.W.	\$324.00
Check Group:					
				Check #: 12936	PO/InvoiceTotal: \$324.00
	1	230878	929198 12/14/2022	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$2,612.91
	1	230878	CM929198 12/16/2022	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	(\$390.00)
Check Group:					
				Check #: 12936	PO/InvoiceTotal: \$2,222.91
	1	230894	930447 12/21/2022	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$579.99
Check Group:					
				Check #: 12936	PO/InvoiceTotal: \$579.99
	1	0	2023 MEMBER FEES 1/10/2023	2873.000.0000.000000.25202.00000 Other Liability - Conservation Activity Fund	\$3,647.50



# Town of Bolton

## Voucher Detail Listing

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Voucher Batch Number: 1250

01/19/2023

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 12937					
FRONTIER.					
Check Group:					
	1	0	#0933 12/27-1/26/23	1005.043.4399.000000.55300.00000	\$25.00
			12/27/2022	Communications - Town Building Oper.	\$25.00
	1	0	#6060 1/1-1/31/23	1005.043.4399.000000.55300.00000	\$93.18
			1/1/2023	Communications - Town Building Oper.	\$60.06
Check #: 12938					
GLOBAL INDUSTRIAL .					
Check Group:					
	1	230882	119954209	2861.044.4427.000000.25045.00000	\$153.24
			12/20/2022	Other Liabilities - AARP Grant	\$153.24
Check #: 12939					
HARTFORD COURANT MEDIA GROUP					
Check Group:					
	1	0	64150347000	1005.041.4153.000000.55400.00000	\$48.62
			11/30/2022	Advertising - P & Z	\$48.62
	1	0	65609916000	1005.041.4163.000000.55400.00000	\$28.36
			12/31/2022	Advertising - Inland/Wetland	\$28.36
	1	0	65610346000	1005.041.4153.000000.55400.00000	\$32.41
			12/31/2022	Advertising - P & Z	\$32.41
Check #: 12940					
PO/InvoiceTotal: \$109.39					
Vendor Total: \$109.39					

## Town of Bolton

### Voucher Detail Listing

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Voucher Batch Number: 1250

01/19/2023

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
<b>HIGHLAND PARK MARKET</b>					
Check Group:					
1	0	01-826476	1005.044.4427.000000.56010.00000	Supplies - Sen. Serv.	\$3.98
Check #: 12941					
Vendor Total:					\$109.39
<b>HOOPLA</b>					
Check Group:					
1	230177	503176260	1005.045.4501.000000.56400.00000	Library Materials - Libr.	\$398.77
Check #: 12942					
PO/InvoiceTotal:					\$398.77
Vendor Total:					\$398.77
<b>LAFRAMBOISE WATER SERVICE INC</b>					
Check Group:					
1	0	53452	1005.043.4399.000000.56100.00000	Supplies - Town Building Oper.	\$92.00
Check #: 12943					
PO/InvoiceTotal:					\$92.00
<b>JAN 2023 CERTIFIED WELL OPERATOR SERVICES - NOTCH RD WELL SYSTEM</b>					
Check Group:					
1	230951	53609	1005.043.4399.000000.54300.00000	Repair & Maint. Services - Town Build. Oper.	\$409.02
Check #: 12943					
PO/InvoiceTotal:					\$409.02
Vendor Total:					\$501.02
<b>LHS ASSOCIATES INC.</b>					
Check Group:					

## Town of Bolton

### Voucher Detail Listing

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Voucher Batch Number: 1250

01/19/2023

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ACCUVOTE CODING 11/8/22, BALLOTT PRINTING COLOR & WHITE, FOLDING CHARGE & SHIPMENT TO IVS	1	230914	75183	1005.041.4197.000000.56120.00000	\$2,999.72
ABSENTEE BALLOTT PRINTING 11/8/22	1	230914	11/13/2022	Office Oper. Supplies - Elect.	\$140.50
			75263	1005.041.4197.000000.56120.00000	
			11/14/2022	Office Oper. Supplies - Elect.	
				Check #: 12944	
				PO/Invoice Total:	\$3,140.22
				Vendor Total:	\$3,140.22
MCKESSON MEDICAL-SURGICAL					
Check Group:					
6 EPINEPHRINE VIALS	1	230239	51062431	1005.042.4203.000000.56900.00000	\$285.01
			1/5/2023	Medical Supplies - Fire Comm.	
				Check #: 12945	
				PO/Invoice Total:	\$285.01
				Vendor Total:	\$285.01
MIDWEST TAPE					
Check Group:					
5 DVDs	1	0	503107954	1005.045.4501.000000.56400.00000	\$101.20
			12/19/2022	Library Materials - Libr.	
				Check #: 12946	
				PO/Invoice Total:	\$101.20
				Vendor Total:	\$101.20
MUNICIPAL EMERGENCY SERVICES					
Check Group:					
Fire Extinguisher annual testing	1	230241	IN1806717	1005.042.4203.000000.54302.00000	\$163.00
			12/22/2022	Fire/Security Maint. & Supply - Fire Comm.	
				Check #: 12947	
				PO/Invoice Total:	\$163.00
				Vendor Total:	\$163.00

## Town of Bolton

### Voucher Detail Listing

Voucher Batch Number: 1250      01/19/2023

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MURPHY ROAD RECYCLING, LLC					
Check Group:					
				1005.084.8405.000000.54421.00000	\$8,163.78
			279716	Tipping Fees - Ref. Serv.	
			11/30/2022		
				1005.084.8405.000000.54421.00000	\$1,759.65
			279742	Tipping Fees - Ref. Serv.	
			11/30/2022		
				1005.084.8405.000000.54421.00000	\$6,675.43
			279778	Tipping Fees - Ref. Serv.	
			12/31/2022		
				1005.084.8405.000000.54421.00000	\$1,577.08
			279804	Tipping Fees - Ref. Serv.	
			12/31/2022		
Check #: 12948					
				PO/InvoiceTotal:	\$18,175.94
				Vendor Total:	\$18,175.94
NAPA AUTO PARTS					
Check Group:					
				1005.043.4303.000000.56100.00000	\$181.22
			0693-290601	Repair & Maintenance Supplies - H.W.	
			12/5/2022		
				1005.043.4303.000000.56100.00000	(\$181.22)
			0693-290605	Repair & Maintenance Supplies - H.W.	
			12/5/2022		
				1005.043.4303.000000.56100.00000	\$100.12
			0693-290891	Repair & Maintenance Supplies - H.W.	
			12/6/2022		
				1005.043.4303.000000.56100.00000	(\$5.00)
			0693-291073	Repair & Maintenance Supplies - H.W.	
			12/7/2022		
				1005.043.4303.000000.56100.00000	\$142.23
			0693-291174	Repair & Maintenance Supplies - H.W.	
			12/8/2022		
				1005.043.4303.000000.56100.00000	(\$44.00)
			0693-291194	Repair & Maintenance Supplies - H.W.	
			12/8/2022		
				1005.043.4303.000000.56100.00000	\$77.58
			0693-291197	Repair & Maintenance Supplies - H.W.	
			12/8/2022		

## Town of Bolton

### Voucher Detail Listing

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Voucher Batch Number: 1250

01/19/2023

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
	1	0	0693-291407 12/9/2022	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$7.66
	1	0	0693-292030 12/13/2022	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$38.28
	1	0	0693-292497 12/16/2022	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$32.22
	1	0	0693-293357 12/22/2022	1005.043.4303.000000.56100.00000 Repair & Maintenance Supplies - H.W.	\$47.38
Check #: 12949					
PO/InvoiceTotal:					\$396.47
Vendor Total:					\$396.47
NELSON EDWARDS CO. ARCHITECTS, LLC					
Check Group:					
	1	230958	21001-2518 9/7/2022	2967.041.4159.000000.53400.00000 Bolton Heritage Farm Purchases Other Purch. Serv.	\$3,000.00
Check #: 12950					
PO/InvoiceTotal:					\$3,000.00
Vendor Total:					\$3,000.00
NORTH CENTRAL CONSERVATION DISTRICT					
Check Group:					
	1	230112	2466 1/3/2023	1005.041.4151.000000.53300.00000 Professional/ Tech Serv - Build. & Land Use	\$1,257.00
Check #: 12951					
PO/InvoiceTotal:					\$1,257.00
Vendor Total:					\$1,257.00
NORTHEAST GENERATOR COMPANY					
Check Group:					
	1	230849	WO-0089409 9/21/2022	1005.043.4399.000000.54300.00000 Repair & Maint. Services - Town Build. Oper.	\$511.85

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1250      01/19/2023

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Vendor #      QTY      PO No.      Invoice Invoice Date      Account      Amount

Check #: 12952

PO/InvoiceTotal: \$511.85  
Vendor Total: \$511.85

ORKIN      T40835

Check Group:

TOWN HALL TERMITE CONTROL FEB-APRIL 2023	1	0	1908253-0223	1005.043.4399.000000.54300.000000	\$106.00
			1/1/2023	Repair & Maint. Services - Town Build. Oper.	

Check #: 12953

PO/InvoiceTotal: \$106.00  
Vendor Total: \$106.00

PATRICE L CARSON

Check Group:

CONSULTING SERVICES 12/26/22-1/1/23	23	0	W/E 1/1/23	1005.041.4151.000000.53300.000000	\$1,610.00
			1/8/2023	Professional/ Tech Serv - Build. & Land Use	
CONSULTING SERVICES 1/2-1/8/23	24	0	W/E 1/8/23	1005.041.4151.000000.53300.000000	\$1,680.00
			1/8/2023	Professional/ Tech Serv - Build. & Land Use	

Check #: 12954

PO/InvoiceTotal: \$3,290.00  
Vendor Total: \$3,290.00

PROTECT YOUTH SPORTS      T40346

Check Group:

BASKETBALL BACKGROUND CHECKS	1	230921	1010820	2970.045.4503.300103.53400.000000	\$250.95
			12/31/2022	Youth Basketball - Other Professional Serv.	
BASKETBALL BACKGROUND CHECKS	1	230921	1018115	2970.045.4503.300103.53400.000000	\$35.85
			12/31/2022	Youth Basketball - Other Professional Serv.	

Check #: 12955

PO/InvoiceTotal: \$286.80  
Vendor Total: \$286.80

SANFORD & HAWLEY INC      T1565

Check Group:

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1250

01/19/2023

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
LUMBER	1	0	5/12/2022 12/24/2022	1005.043.4303.000000.57500.00000 Road Repair - H.W.	\$39.88
Check #: 12956					
SECURITY TECHNOLOGIES				PO/Invoice Total:	\$39.88
Check Group:				Vendor Total:	\$39.88
REPLACEMENT OF CELL MODULE ON ALARM AT BHF	1	230847	8/01/2023 1/9/2023	1005.043.4399.000000.54300.00000 Repair & Maint. Services - Town Build. Oper.	\$419.41
Check #: 12957					
ST OF CT - DAS DIV. OF CONSTRUCTION SVS				PO/Invoice Total:	\$419.41
Check Group:				Vendor Total:	\$419.41
STATE EDUCATION TRAINING FEES OCT-DEC 2022	1	0	OCT-DEC 2022 1/3/2023	1005.000.0000.000000.20794.00000 Landuse Activity Account	\$391.36
Check #: 12958					
THE BOSTON GLOBE				PO/Invoice Total:	\$391.36
Check Group:				Vendor Total:	\$391.36
NEWSPAPER SUBSCRIPTION THROUGH 1/15/23	1	0	RENEW THRU 1/15/23 12/19/2022	1005.045.4501.000000.56400.00000 Library Materials - Libr.	\$21.20
INVOICE PROCESSING FEE	1	0	RENEW THRU 1/15/23 12/19/2022	1005.045.4501.000000.56400.00000 Library Materials - Libr.	\$1.50
Check #: 12959					
THE GOODYEAR TIRE & RUBBER COMPANY.				PO/Invoice Total:	\$22.70
				Vendor Total:	\$22.70

# Town of Bolton

## Voucher Detail Listing

Fiscal Year: 2022-2023

Vendor Remit Name Description

Voucher Batch Number: 1250

01/19/2023

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:					
2 FRONT RIMS - CHANGE TIRES & REPAIR FLAT	1	230892	332-1001048 1/3/2023	1005.043.4303.000000.54300.00000 Repairs & Maintenance Services - H.W.	\$507.73
				Check #: 12960	
				PO/Invoice Total:	\$507.73
				Vendor Total:	\$507.73
THOMAS LAMBERT					
Check Group:					
BASKETBALL REFEREE SERVICES 1/7/23 3PM	1	0	REFEREE 1/7/23 #1 1/9/2023	2970.045.4503.300103.53400.00000 Youth Basketball - Other Professional Serv.	\$52.00
BASKETBALL REFEREE SERVICES 1/7/23 4PM	1	0	REFEREE 1/7/23 #2 1/9/2023	2970.045.4503.300103.53400.00000 Youth Basketball - Other Professional Serv.	\$52.00
				Check #: 12961	
				PO/Invoice Total:	\$104.00
				Vendor Total:	\$104.00
TREE WARDEN'S ASSOC. OF CT					
Check Group:					
2023 ANNUAL MEMBERSHIP RENEWAL - J. BUTRYMOVICH	1	0	2023 BUTRYMOVICH 1/3/2023	1005.043.4399.000000.58100.00000 Dues & Fees - Town Building Oper.	\$60.00
2023 ANNUAL MEMBERSHIP RENEWAL - L. DIMOCK	1	0	2023 DIMOCK 1/3/2023	1005.043.4303.000000.58100.00000 Dues & Fees - H. W.	\$75.00
				Check #: 12962	
				PO/Invoice Total:	\$135.00
				Vendor Total:	\$135.00
TYCHE PLANNING & POLICY GROUP, LLC					
Check Group:					
ZEO OFFICIAL MONTHLY SERVICES - DEC 2022	1	230164	012_2022_12 12/31/2022	1005.041.4151.000000.53300.00000 Professional/ Tech Serv - Build. & Land Use	\$2,000.00
				Check #: 12963	



**Town of Bolton**

**Voucher Detail Listing**

Fiscal Year: 2022-2023

Vendor Remit Name Description

Voucher Batch Number: 1250

01/19/2023

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
VERIZON WIRELESS					
Check Group:					
SENIORS TELEPHONE #1130	1	0	9923299385 12/19/2022	1005.044.4427.000000.55300.00000 Telephone - Sen. Serv.	\$18.16
SENIORS TELEPHONE #5383	1	0	9923299385 12/19/2022	1005.044.4427.000000.55300.00000 Telephone - Sen. Serv.	\$18.16
TOWN TELEPHONE #7775 B&G	1	0	9923299385 12/19/2022	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$26.52
TOWN TELEPHONE #3386 J RUPERT	1	0	9923299385 12/19/2022	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$50.38
TOWN TELEPHONE #1082 REC DEPT	1	0	9923299385 12/19/2022	1005.043.4399.000000.55300.00000 Communications - Town Building Oper.	\$40.01
Check #: 12964					
PO/Invoice Total: \$2,000.00					
Vendor Total: \$2,000.00					
VILLAGE SPRING DISTRIBUTOR LLC					
Check Group:					
WATER DELIVERY	1	0	160520 - TOWN HALL 12/27/2022	1005.043.4399.000000.56100.00000 Supplies - Town Building Oper.	\$31.80
WATER DELIVERY	1	0	160521 - LIBRARY 12/27/2022	1005.045.4501.000000.56120.00000 Office Oper. Supplies - Libr.	\$17.90
WATER DELIVERY	1	0	160522 - BLDG&GROUND 12/27/2022	1005.043.4399.000000.56100.00000 Supplies - Town Building Oper.	\$10.95
WATER DELIVERY	1	0	160523 - TWN GARAGE 12/27/2022	1005.043.4303.000000.56010.00000 Supplies - H. W.	\$17.90
Check #: 12964					
PO/Invoice Total: \$153.23					
Vendor Total: \$153.23					





# Town of Bolton

## BOLTON SENIOR AND SOCIAL SERVICES

104 NOTCH RD.  
BOLTON, CT 06043

(860) 647-9196  
FAX (860) 643-5496

January 11, 2023

To the Bolton Board of Selectmen,

Thank you for considering the request to change the upcoming administrative assistant vacancy to a program coordinator for the Senior & Social Services department.

We were pleased to see a rebound upon re-opening in-person activities and now are seeing tremendous growth in the use of our facility and services. In the 2022 calendar year we saw over 5,300 duplicated program participants and over 1,100 requested rides. This does not accurately encapsulate additional interactions, correspondence and outreach. We are seeing growth in interest in our publications and in new and varied programming, such as additional outdoor activities.

This consistent increase in both program participation and general usage of our department is creating a welcome hub of activity. However, this demand is creating logistical issues and safety concerns. We currently operate with one full-time staff member and two part-time administrative assistants. We have one or two staff members on duty when there are typically 20-50 members of the public in the building. The use of outdoor activities expands the footprint of the building with not enough oversight. It is hard to keep up with the demand for customer service and social service needs while simultaneously planning and implementing larger scale programs and publications.

A program coordinator would be able to help facilitate existing programming to more efficiently use the space and resources. They can also provide more flexibility to respond to the needs of the changing demographic. This role will also provide crucial administrative support to meet the needs of an active department.

Attached is the projected impact on the budget for the remainder of this fiscal year and the upcoming fiscal year.

Thank you for your consideration.

Sincerely,

Carrie Concatelli

Senior & Social Services  
Program Coordinator Budget Impact

**Impact on FY 23 Budget**

Administrative Assistant Position – Vacant for 21 weeks (February – June 2023)

17 hours per week x \$17.29 x 21 weeks vacant = \$6,173 unspent from current budget

Program Coordinator Position

Once filled would include a maximum of 18 weeks in this fiscal year (March – June 2023)

\$19.34 was the original proposed rate for the program coordinator position in FY 23 budget  
(position cut). Initial probationary rate would be \$17.41.

28 hours per week x \$17.41 x 18 weeks filled = \$8,775

**Difference to budget = additional \$2,602**

**Impact on FY 24 Budget**

Program Coordinator – 28 hours per week x \$19.78\* = \$28,800

\* Note: will remain at probationary rates most of FY 24 - \$17.80 and \$18.79

Depending on date of hire will remain under \$27,580 due to probation.

Administrative Assistant – 17 hours per week x \$17.68 = \$15,629

**TOWN OF BOLTON, CONNECTICUT  
JOB DESCRIPTION**

**Job Title:** Program Coordinator  
**Department:** Senior & Social Services

**GENERAL PURPOSE**

Creates, manages, and assists in the execution of programming offered by the Town of Bolton's Senior & Social Services department. Performs work in a manner consistent with the town's service excellence expectations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for the development, implementation, and supervision of activities, classes, and programs offered by Senior & Social Services department.
- Coordinates department activities, classes, and programs with other departments, public schools, outside agencies, and others as needed.
- Provides customer service to the general public, answering program-related questions and serves as an information resource regarding Town services. Notifies program participants of the status of programs for which they have registered.
- Organizes and prepares materials for publication such as newsletters, program guides, or registration packets as assigned.
- Assists in the preparation of brochures, posters, news releases, flyers, social media posts, and related communications used to promote events.
- Collects statistical data and prepares related informational reports.
- Monitors inventory of department equipment, materials, and supplies; orders new supplies as needed; and ensures availability of materials to conduct program activities.
- Maintains comprehensive knowledge of applicable laws/regulations; maintains awareness of trends and advances in the profession and implements as appropriate.
- Provides administrative assistance with department tasks including dispatching transportation calls and requests.

**ADDITIONAL DUTIES**

- Participates in meetings, seminars, and training sessions; may serve as a member of various employee committees; serves on special committees or working groups as assigned by the Director of Senior & Social Services.
- Provides additional support for special functions and performs related work as required; may require flexibility with coverage; may involve occasional evening or weekend hours.

**COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving – identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; exhibits sound and accurate judgement.
- Interpersonal Skills – is respectful with the ability to establish effective working relationships with staff, community, organizations, governmental agencies, and the public. Ability to express new ideas effectively in oral and written forms and has the ability to be innovative and receptive to new ideas. Listens to others without interrupting. Shows respect and sensitivity for cultural differences.
- Public Relations – responds promptly to the public’s needs; responds to request for service and assistance with tact, fairness, respect, and sensitivity; upholds commitments.
- Organizational support – follows policies and procedures; completes administrative tasks correctly and on-time; supports organization’s goals and values; is an effective team player.
- Punctuality – is consistently at work and on-time; ensures work responsibilities are covered when absent; arrives to meetings and appointments on-time.
- Quality Management – demonstrates accuracy and thoroughness in all work.
- Productive – meets organization productivity standards; completes work in timely manner and uses time efficiently.
- Proactive – demonstrates forward thinking in development of new programs.

## **DESIRED MINIMUM QUALIFICATIONS**

### *Education and Experience*

- Bachelor’s degree or equivalent with coursework in areas pertaining to recreation, leisure studies, or human services with preference given to candidates with at least two years of relevant work experience; or
- Any equivalent combination of education and experience.

### *Necessary Knowledge, Skills, and Abilities*

- Ability to type with speed and accuracy and accurately process paperwork.
- Ability to analyze and synthesize complex information; ability to maintain efficient and effective recordkeeping systems.
- Skill in operation of listed tools and equipment.
- Ability to establish and maintain effective working relationships with other employees, public officials, and the general public.
- Knowledge and skill in the use of Microsoft Office applications, Constant Contact, Canva, the Internet, and other technologies; ability to learn industry-specific software to input service information; ability to obtain a general working knowledge of new technologies as they become relevant to the Department and the position.
- Ability to collect and organize information as requested and to compose routine correspondence and reports.

- Ability to work efficiently and, from time-to-time, independently from department director.
- Ability to move between tasks in a fast-paced environment.

#### *Special Requirements*

- Valid driver's license or ability to obtain one.

#### **TOOLS AND EQUIPMENT USED**

Personal computer, calculator, phone, copy machine, fax machine, and motor vehicle.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

*The physical demands and physical environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must be able to sit at work station for an extended period of time. While performing the duties of this job, employee is frequently required to communicate with others in-person and over the telephone. Must have ability to bend and reach to retrieve and replace files in filing cabinets. Must be able to enter information accurately into the computer and maintain manual records.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus in order to inspect documents, read instructions, and verify data.

Work is performed in an office setting. The noise level in the work environment is usually quiet with background sounds coming from members of the public, coworkers, and office machines.

#### **DISCLAIMER**

*The above description is illustrative of tasks and abilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Bolton and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change. The employee will also be governed by the standards laid out in the Town's Personnel Policies.*