

**BOLTON BOARD OF SELECTMEN  
REGULAR MEETING  
7:00 PM, TUESDAY, APRIL 4, 2023  
BOLTON TOWN HALL, 222 BOLTON CENTER ROAD  
In-Person and Virtual (Hybrid Format)**

**MINUTES**

**Board of Selectmen Members Present In-Person:** First Selectman Pamela Sawyer, Deputy First Selectman Robert Morra, Adam Teller

**Board of Selectmen Members Present Via Zoom:** Michael Eremita, Robert DePietro

**Staff Present In-Person:** Town Administrator James Rupert

**Staff Present Via Zoom:** Recording Secretary Linda H. McDonald

**Others Present Via Zoom:** Nick Lavigne (Community Voice Channel)

- 1. **Call to Order:** P. Sawyer called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.
- 2. **Public Comment:** Jim Loersch commented he is concerned about the replacement of the Town Hall and asked if the board could update him. P. Sawyer arranged to call him tomorrow.
- 3. **Appointments**
- 3.a **Richard McKinnon – Chief Building Official/Land Use Department Head:**

R. Morra MOVED to hire Richard McKinnon as Chief Building Official/Land Use Department Head for the Town of Bolton. R. DePietro SECONDED.

J. Rupert said R. McKinnon was previously the Building Official for the Town of Avon and is a great fit for the Town of Bolton. MOTION CARRIED 5:0:0.

- 3.b **Cheryl Udin – BLRWPCA:**  
J. Rupert said C. Udin had not yet submitted her volunteer interest form. R. Morra MOVED to table the appointment of Cheryl Udin to the BLRWPCA. R. DePietro SECONDED. MOTION CARRIED 5:0:0.

- 4. **Approval of Minutes:**
- 4.a **February 2, 2023 – Budget Workshop**
- 4.b **February 7, 2023 – Regular Meeting:**

The following amendment was made to the February 7, 2023 regular meeting minutes:

Under New Business 4.a:

“A. Teller MOVED the town establish a process where requests for student projects be referred to the Town Administrator and refer them to the appropriate town departments for recommendation **and should be presented to the BOS** only with the recommendation of the Town Administrator. R. DePietro SECONDED. MOTION CARRIED 5:0:0.”

- 4.c **February 9, 2023 – Special Meeting and Budget Workshop**
- 4.d **February 21, 2023 –Budget Workshop:** The following amendments were made to the February 21, 2023 budget workshop meeting minutes:

Police Protection – “With information received from the State, J. Collins suggested reducing this budget by ~~\$100,00~~ **\$100,000** based on the percentage of cut in benefits.”

Grant Match – Reduce from \$100,000 to zero dollars.

“Board consensus was to take the \$100,000 to a town meeting this year to move the \$100,000 in ~~FY2024~~ **FY2023** and roll it into the grant match appropriation for this year.”

**4.e February 23, 2023 – Special Meeting and Budget Workshop**

R. Morra MOVED to approve the minutes for February 2, February 7, February 9, February 21, and February 23 with noted amendments. R. DePietro SECONDED. MOTION CARRIED 5:0:0.

**4.f February 28, 2023 –Budget Workshop:**

R. Morra MOVED to table approval of the February 28, 2023 budget workshop meeting minutes. A. Teller SECONDED. MOTION CARRIED 5:0:0.

**5. New Business**

**5.a Consider and Possible Action on D.A.R. Plaque – Bolton Center Cemetery:**

P. Sawyer reported on a request from the Abigail Phelps Chapter of the D.A.R. to erect a plaque at the gravestone of Abigail Phelps Strong who is interred in the Bolton Center Cemetery. The sign would be approximately 8”x10”, supported by a metal rod and would go between David’s and Abigail’s stones.

R. Morra MOVED to allow the Abigail Phelps Chapter of the D.A.R. to place the placard as described. M. Eremita SECONDED. MOTION CARRIED 4:0:1 with A. Teller abstaining.

**5.b Consider and Possible Action on 2024 Bolton Road Race scheduled for March 10, 2024:**

M. Eremita MOVED to approve the 2024 Bolton Road Race scheduled for March 10, 2024. R. DePietro SECONDED. MOTION CARRIED 5:0:0.

**5.c Consider and Possible Action on CT Cycling Advancement Program Breakaway Benefit:**

This event is scheduled for Saturday, June 3, 2023 and the group is requesting written clearance for the town roads outlined in the map and proposal they provided. J. Rupert said his only concern is the crossing of Camp Meeting Road (state road). The group will need a state highway permit.

R. Morra MOVED the Board of Selectmen approve the CT Cycling Advancement Program Breakaway Benefit subject to the organization coming before the Traffic Authority (Town Administrator) with a plan to make sure there are safety measures at any appropriate intersections. R. DePietro SECONDED. MOTION CARRIED 5:0:0.

**5.d Consider and Possible Action on Bond Counsel Proposal:**

P. Sawyer explained the town’s bond counsel person is retiring. She said the Town Attorney’s recommendation is to wait until the town needs a specific type of bond work done and then go out for bids for that specific type of bonding work to be able to get the best value for its money and to get competitive bids.

Discussion followed on going out for bid for new bond counsel now or waiting. Short-term financing for the new fire truck will be coming up soon.

M. Eremita MOVED the Board of Selectmen go with the existing bond counsel firm for the short-term financing on the fire truck. R. Morra SECONDED. MOTION CARRIED 4:1:0 with R. DePietro opposed.

**5.e Consider and Possible Action on Building Safety Month in May:**

J. Rupert explained that Building Official R. McKinnon has requested the BOS issue a proclamation for the month of May 2023 as Building Safety Month in Bolton. He submitted a draft proclamation to the board.

R. DePietro MOVED the Board of Selectmen proclaim the month of May 2023 as Building Safety Month in Bolton. R. Morra SECONDED. MOTION CARRIED 5:0:0.

**6. Ongoing Business:**

**6.a Diversity Training Dates:** J. Rupert said the dates for the diversity training have been changed to May 2 and May 3.

**6.b Consider and Possible Action on Veterans Tax Credit:**

R. Morra said he would like a further discussion with the Assessor before bringing recommendations to the board.

R. Morra MOVED to table discussion and possible action on the Veterans tax credit to the next meeting. M. Eremita SECONDED. MOTION CARRIED 5:0:0.

At this time, M. Eremita MOVED to add 6.c: Discussion on Police Safety to the agenda. R. Morra SECONDED. MOTION CARRIED 5:0:0.

**6.c Discussion on Police Safety:**

M. Eremita spoke to coordinating police services with surrounding towns to be able to provide coverage 24 hours a day. He said the board has discussed, in the past, checking with Manchester and Vernon to take Bolton on as a service. He expressed concern that Bolton is paying \$200,000 to \$300,000 to just cover a small portion of the time. M. Eremita said it bothers him that, nights and weekends when there is no coverage in the town and the town is most vulnerable, the town may have to wait a while before a state trooper can be sent from elsewhere in the State.

P. Sawyer suggested the Public Safety Subcommittee investigate this further.

M. Eremita MOVED the Public Safety Subcommittee explore other options to the way the town provides police protection to the citizens and the hopes of getting a much closer response 24 hours a day. R. DePietro SECONDED.

R. DePietro said his brothers are retired police officers and his father was a police commissioner. He has a lot of interest in this area and would be happy to help the subcommittee.

A. Teller said he supports the idea of exploring an alternative to what the town is getting from the State Police Resident Trooper Program, not demeaning of any specific state troopers. He said the design of the program as a whole and the cost of it is not really effective for small towns like Bolton. A. Teller said he has a little concern that Bolton is on the edge of the Tolland Judicial

District and Manchester is in the Hartford Judicial District. Manchester officers deal with Manchester prosecutors, not Tolland prosecutors where Bolton cases go. He said there is some question on how workable some kind of regionalized or multi-town services would be.

MOTION CARRIED 5:0:0.

**7. Reports and Updates:**

**7.a Properties and Facilities Report**

**7.a.1 Consider and Possible Action on Bypassing the Temporary Building Bid Process:**

J. Rupert reported the town is still finalizing some details regarding the temporary building. The board passed on this item. No action taken.

**7.b FY 22 Budget Report:** J. Rupert reported the highlighted items in the budget report are the ones the town has been watching.

**7.c Budget Transfers and Tax Collector's Report:**

R. Morra MOVED to approve a \$1,200 transfer within the Fire Commission budget to the Other Supplies category for training supplies and annual awards to promote volunteerism within the department. M. Eremita SECONDED. MOTION CARRIED 5:0:0.

**7.d Consider and Possible Action on Increasing Budget Transfers the Town Administrator can Approve up to \$5,000:**

M. Eremita MOVED to permanently increase the amount for budget transfers the Town Administrator can approve to up to \$5,000. R. Morra SECONDED.

The motion was amended by R. Morra to add the stipulation that the transfers be reported to the Board of Selectmen as part of the Town Administrator's report.

R. DePietro said he has reservations about this idea. He said he does not know how it would reflect on the business of the board and expressed concern about the taxpayers' perception.

A. Teller said he tended to agree with R. DePietro's comments and believes that giving that overall authority is the wrong message and not be well-received by the voters. He noted the board does not spend a lot of time during the meetings to approve the transfers and this process forces the people asking for transfers to submit something they know the board is going to see and sign. A. Teller said he believes the board or the department heads, not the Town Administrator, should take the heat when the public asks about the fluffy of transfers at the end of the budget.

J. Rupert said he does not have strong feelings one way or another.

M. Eremita commented that when the board approves transfers with a particular budget it is not like the board is making a philosophical change to the budget. He noted he relies on the Town Administrator to make recommendations to the board when the board spends hundreds of thousands of dollars and would have the same trust in him approving transfers of up to



\$5,000 from one part of a budget to another part of the same budget and report back to the board.

R. Morra WITHDREW his second of the motion on the table.

R. Morra MOVED the Board of Selectmen allow the Town Administrator to approve budget transfers up to \$5,000 for the remainder of this fiscal year and report back to the Board of Selectmen with the transfers A. Teller SECONDED. MOTION CARRIED 4:1:0 with M. Eremita opposed.

**7.e A/P Report:**

R. Morra MOVED to approve the A/P Report as presented. R. DePietro SECONDED. MOTION CARRIED 5:0:0.

**8. First Selectman's Report:**

P. Sawyer reported she met with the Veterans subcommittee of the upcoming Memorial Day parade. She issued a special thank you to Parade Chairman Kathy Walsh for her amazing work.

P. Sawyer said she toured the ATV damage to Freja Park. She reported there is no physical damage to the kiosk and seating area.

**9. Administrative Officer's Report**

**8.a Monthly Report:**

A. Teller inquired on the status of litigation at 65 Shoddy Mill Road. J. Rupert said the trust is moving forward to foreclosure and the town has a lien on the property.

R. DePietro asked how the budget presentation at the senior center went. J. Rupert responded Kristin Heckt and Ross Lally did a great job presenting the budget and there were excellent questions from the audience. He said he thought it was well-received and appreciated.

J. Rupert commented the Town of Tolland is considering sponsorship of a two-year regional micro transit grant, with no match, using Ace transportation to provide transportation and is looking for other towns in the county to join the grant. Consensus of the board is for the Town Administrator to provide additional information to the BOS regarding this possible grant.

**8.b Other:** No other report.

By consensus, the next A/P meeting was scheduled for 9:30 a.m. on April 18, 2023.

**10. Adjournment:** R. Morra MOVED to adjourn the meeting at 8:25 p.m. A. Teller SECONDED. MOTION CARRIED 5:0:0.

Respectfully submitted by Linda H. McDonald

*Linda H. McDonald*

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

**TOWN OF BOLTON  
BOARD OF SELECTMEN  
SPECIAL MEETING – A/P –9:30 A.M.  
BOLTON TOWN HALL  
TUESDAY, APRIL 18, 2023  
MINUTES**

The Board of Selectmen held a special meeting on Tuesday, April 18, 2023 with First Selectman Pam Sawyer presiding. Also, in attendance were selectmen: Robert Morra, Mike Eremita and Adam Teller.

Bob DePietro arrived at 9:36 a.m.

**1. Call to Order.**

P. Sawyer called the meeting to order at 9:30 a.m.

**2. Approval of Minutes.**

A. March 15, 2023 – Special Meeting.

B. March 21, 2023 – Special A/P Meeting & Ad-Hoc Meeting.

C. March 27, 2023 – Special Meeting.

Corrections to minutes: March 21, 2023—first paragraph remove the word “Interim” from Interim Town Administrator and also remove the word “Interim” again in the paragraph under AD HOC Committee Meeting.

**Motion:** R. Morra moved that we accept the minutes for March 15, March 21, and March 27 as presented and with the corrections above.

By: R. Morra

2<sup>nd</sup>: A. Teller

Vote:

Yes: R. Morra, A. Teller, M. Eremita, P. Sawyer

No: None

Abstain: None

Missing: B. DePietro

**3. Consider and Act on A/P Report.**

**Motion:** R. Morra moved that we accept the A/P as presented.

By: R. Morra

2<sup>nd</sup>: M. Eremita

Vote:

Yes: R. Morra, M. Eremita, A. Teller, B. DePietro, P. Sawyer

No: None

Abstain: None

**4. Consider and Act on Budget Transfers.**

None.

**5. Adjournment.**

P. Sawyer adjourned the meeting at 9:42 a.m.

Respectfully submitted,

Kathy McCavanagh

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

4B

TOWN OF BOLTON  
BOARD/COMMISSION  
INTEREST FORM

Thank you for your interest in serving on a board or commission in our community. Volunteers play a major role in our Town government. The Board of Selectmen or subcommittee will review the information provided and may ask to meet with you to consider appointment.

Name: Drina DeNunzio  
Address: 2 Wall St, Bolton CT 06043  
Telephone Number: 860-986-1018 Cell Number: same  
Email Address: BuddiesCool@yahoo.com  
Political Affiliation: Republican

I am interested in serving on the (name of board/commission) Wetlands  
as a full member \_\_\_\_\_ and/or alternate alternate.

Please provide a brief statement as to why you are interested in serving on this board/commission.  
To ensure proper <sup>actions</sup> follow statutes that are in  
keeping with wetland regulations and procedures,  
and to work as a team.

Please share any pertinent information on your background, education and experience as it relates to the board/commission position.

I am an advocate for proper maintenance of our  
environment. I am an avid promoter of being a good  
steward to our land management endeavors.

Please add any additional information or comments.

As an adult took a <sup>recommitment</sup> course at Eastern. Love the outdoors  
and all things nature.  
Have been a resident of Bolton for 19 years. Love the Town!

Signed: Drina DeNunzio Date: 4-18-23

If you have any questions, please contact the Selectman's Office.

Please complete this form and return to:

Selectman's Office  
222 Bolton Center Road  
Bolton, CT 06043  
[hr@boltonct.org](mailto:hr@boltonct.org)  
(860) 649-8066 x 6111

4A

TOWN OF BOLTON  
BOARD/COMMISSION  
INTEREST FORM

Thank you for your interest in serving on a board or commission in our community. Volunteers play a major role in our Town government. The Board of Selectmen or subcommittee will review the information provided and may ask to meet with you to consider appointment.

Name: Cheryl Z. Udin  
Address: 31 Keeney Drive  
Telephone Number: \_\_\_\_\_ Cell Number: 860.817.6642  
Email Address: czuain@gmail.com  
Political Affiliation: Dem

I am interested in serving on the (name of board/commission) BLRWPCA  
as a full member X and/or alternate \_\_\_\_\_.

Please provide a brief statement as to why you are interested in serving on this board/commission.  
I've been on this authority as an alternate  
back in the day,

Please share any pertinent information on your background, education and experience as it relates to the board/commission position.  
I live on the lake & have a personal interest  
~~at~~ in this authority.

Please add any additional information or comments.  
\_\_\_\_\_  
\_\_\_\_\_

Signed: Cheryl Z Udin Date: 4.18.2023

If you have any questions, please contact the Selectman's Office.

Please complete this form and return to:  
Selectman's Office  
222 Bolton Center Road  
Bolton, CT 06043  
[hr@boltonct.org](mailto:hr@boltonct.org)  
(860) 649-8066 x 6111

**Rupert, Jim**

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**From:** Scala, Jeff <JScala@tectonicengineering.com>  
**Sent:** Tuesday, April 11, 2023 7:56 PM  
**To:** Sawyer, Pamela; Eremita, Mike; ateller@boltonct.org; Morra, Robert; DePietro, Robert  
**Cc:** Rupert, Jim; Jeffrey Scala (jeffbikes1966@gmail.com)  
**Subject:** RE: Bolton Temporary Building Commission - Solicitations for Firehouse  
**Attachments:** Fire house consultant solicitation 083022.docx; DB QBS Solicitation 083022.docx

**This message originated from outside of Bolton. Please be careful when clicking links or opening attached documents.**

Selectman,

The Temporary Building Commission has formally approved two solicitations and is hereby requesting funds necessary to progress our efforts.

The solicitations are for professional services as discussed previously with the BOS. Please see attached and email chain below. If you or the Board of Finance required additional information or have questions, I will make myself available.

Best regards,

Jeff Scala  
VP Regional Director CT



ENGINEERING - SURVEYING - CONSTRUCTION INSPECTION

1344 Silas Deane Hwy., Suite 500  
Rocky Hill, Connecticut 06067  
T 860.563.2341 C 860.707.9717 F 860.257.4882  
[WWW.TECTONICENGINEERING.COM](http://WWW.TECTONICENGINEERING.COM) [jscala@tectonicengineering.com](mailto:jscala@tectonicengineering.com)

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**From:** Scala, Jeff  
**Sent:** Wednesday, March 29, 2023 2:24 PM  
**To:** Sawyer, Pamela <psawyer@boltonct.org>  
**Cc:** jrupert@boltonct.org  
**Subject:** RE: Bolton Temporary Building Commission - Solicitations



Selectman Sawyer,

Have you discussed or forwarded my email to the BOS and BOF for discussion and consideration?

Jeff Scala  
VP Regional Director CT



ENGINEERING - SURVEYING - CONSTRUCTION INSPECTION

1344 Silas Deane Hwy., Suite 500  
Rocky Hill, Connecticut 06067  
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**From:** Scala, Jeff  
**Sent:** Wednesday, March 15, 2023 9:34 AM  
**To:** Sawyer, Pamela <[psawyer@boltonct.org](mailto:psawyer@boltonct.org)>  
**Subject:** Bolton Temporary Building Commission - Solicitations

Selectman Sawyer,

The Commission has completed the solicitations and requests the following from the BOS and BOF:

1. Secure funding for advertising the two solicitations. The amount is undetermined but required as soon as possible.
2. Securing of funds for the "PROFESSIONAL ENGINEERING / ARCHITECTURAL SERVICES FOR BOLTON FIREHOUSE", in the amount of \$50,000. This amount is approximate. This funding is needed immediately so we may proceed with our work.
3. Securing of funds for the "Design Build Team QBS Solicitations For BOLTON FIREHOUSE", in the amount of \$99,000.00 for the short listed teams to prepare formal proposals. This funding must be available at the time we receive qualification packages from interested Teams.

Should the BOS or BOF wish to discuss, I can attend meetings as necessary (except next week).

Jeff Scala  
VP Regional Director CT

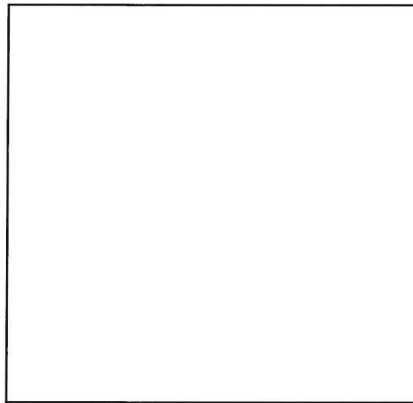


ENGINEERING - SURVEYING - CONSTRUCTION INSPECTION

**REQUEST FOR PROPOSALS**

**TOWN OF BOLTON, CONNECTICUT**

**RFP - 22-09-02**



**PROPOSALS DUE:**

**, 2022**

**3:00PM**

**Submit to:**

Board of Selectmen  
Town of Bolton Connecticut  
222 Bolton Center Road  
Bolton CT 06043

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REQUEST FOR PROPOSALS ..... 1  
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The Town of Bolton is preparing to expand and renovate the existing fire house located on 168 Bolton Center Rd, Bolton, CT 06043. The expansion will include an additional garage bay plus additional space on the first floor and partial second floor. The Town desires to use a design build (D/B) process to minimize the total project durations using a two-phase selection process. This solicitation is to qualify Design Build Teams to design and build the project. Up to three qualified teams may be short listed to prepare technical and fee proposals for the subject project in the second phase. The selected DB Team will work with Town Representatives in a collaborative effort to reach the desired goals on an expedited schedule.

This phase is based on Qualifications of the Architect / Engineer and Contractor(s) Team.

- Sealed proposals for RFP-22-09-02 Design Build Team QBS Solicitations for Bolton Firehouse will be received at Board of Selectman, Town of Bolton, 222 Bolton Center Road, Bolton Ct 06043 on or before 3:00 p.m., , 2022. Late proposals may be rejected. Notice of receipt will be provided if requested.
- The official bid documents must be obtained from <https://town.boltonct.org/government/bids-rfps> Bid Notification System. Copies of bidding documents obtained from any other source are not considered official copies. In addition to obtaining the official bid documents, all addendum pertaining to a particular bid or RFP are posted on the same website that the official bid documents are obtained: <https://town.boltonct.org/government/bids-rfps> It is incumbent upon all potential firms to view all posted addenda prior to the bid close date. If you have obtained this document from another source, it is recommended that you obtain an official copy.
- Written questions and inquiries concerning this Request for Proposals shall be submitted to [hr@boltonct.org](mailto:hr@boltonct.org) at least seven calendar days before proposals are due. Verbal questions will not be entertained.
- Proposers must submit one original, plus 7 copies, plus one (1) copy on USB flash drive clearly labeled "COMPANY NAME RFP 22-9-002 DB Team Qualifications" of their Proposal. The originals must be clearly marked. All proposals must be filled out in ink or be typewritten. Proposals submitted in pencil will be rejected as unresponsive. Proposals which have been corrected by white out or crossed out and have not been initialed

1 and/or dated will be rejected as unresponsive.

- 2 ● Proposer may not withdraw a proposal within one hundred twenty (120) days after the actual date proposals are  
3 due.

- 4 ● Proposers shall indicate, **on the outside of the sealed envelope**, the following information:

5 Envelope 1

6 **RFP-22-09-02**

7 **Design Build Team QBS Solicitations For Bolton Firehouse**

8 **, 2022 at 3:00 pm.**

9 **“Company Name RFP 22-09-02 QUALIFICATIONS”**

- 10 ● The following forms (signed and dated) must be submitted  
11 1. Exceptions  
12 2. Non-Collusion Affidavit, completed, signed and dated.  
13 3. Acknowledgement of Insurance Requirements signed and dated.  
14 4. Litigation form(s) signed and dated
- 15 ● Should the proposer find discrepancies or omissions in the specifications, they shall provide notify at once
- 16 ● **Exceptions to the RFP shall be clearly noted.** Exceptions not acceptable may affect scoring and could be  
17 grounds for rejection of the proposal.
- 18 ● The proposal digital file shall be a single PDF file, not exceeding 10 megabytes. The file shall be bookmarked, all  
19 pages numbered consecutively, have a front and rear cover and have a table of contents. A digital copy of the  
20 Microsoft Project file for the schedule must also be provided. The contents shall be in the order requested. Divider  
21 pages between sections are not desired.
- 22 ● The Town of Bolton, and/or authorized designee, shall be the only authorized persons to make changes or  
23 alterations to these specifications. Such changes shall be posted as an addendum on the Town website.
- 24 ● Proposers who are required to adhere to the prevailing wage schedules must do so if awarded the contract.  
25 The Town may audit adherence to this schedule at any time.
- 26 ● The Town of Bolton reserves the right to reject all proposals, parts of all proposals, or all proposals for any one  
27 or more supplies or contractual services included in the proposed contract, when such rejection is in the best  
28 interest of the Town.
- 29 ● The Town reserves the right to award to single or multiple firms, in whole or in part, by item, by class, by category,  
30 or to establish primary/secondary contracts, whichever the Town deems to be in the best interest of the Town.
- 31 ● The short-listed Teams will be based on QUALIFICATIONS best meeting the needs of the Town, based in all or  
32 in part, but not limited to:  
33 1. Project Understanding  
34 2. Approach  
35 3. Experience of the Firm with Similar Projects  
36 4. Experience, Qualifications and Availability of Key Personnel  
37 5. References  
38 6. Exceptions acceptable to the Town  
39 7. Schedule in total continuous calendar days. The schedule shall be presented using Microsoft Project,  
40 durations, predecessors / successors shall be shown.  
41

42 Who has also demonstrated judgment and integrity, is of good reputation, experienced in his work, whose record  
43

1 of past performance is established as satisfactory, and whose financial status is such to provide no risk to the  
2 Owner in its contractual dealings.

- 3 ● Upon acceptance of any proposal and successful negotiations, the successful proposer shall execute a contract,  
4 if applicable, in accordance with the specifications, with the Town Bolton, State of Connecticut.
- 5 ● A contract shall not be assignable in whole or in part without the written consent of the Town.
- 6 ● Prior to any firm receiving payment for goods and/or services rendered, the Town requires that all firms have a  
7 current completed IRS form W-9 on file with the Town Board of Finance.
- 8 ● By submission of this proposal, each Proposer and each person signing on behalf of any proposer certifies, and  
9 in the case of a joint proposal each party thereto certifies as to its own organization, agrees to all terms and  
10 conditions unless noted otherwise and accepted by the Town  
11

- 13 1. Any protest to the Town's consideration of any proposal must be submitted in writing and received by the First  
14 Selectman no later than five (5) calendar days after the selection. A written reply to the protest will be sent to  
15 the protesting firm by the Board of Selectman. . A formal reply will be provided withing 14 calendar days.
- 16 2. The protest must contain:
  - 17 ■ Identification of the statute, ordinance or procedure that is alleged to have been violated.
  - 18 ■ A precise statement of the relevant facts.
  - 19 ■ Identification of the issues to be resolved.
  - 20 ■ Aggrieved party's argument and support documentation.

21  
22 **Any notice of protest received after the deadline will not be considered.**  
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This RFP is intended to provide interested engineering firms with an opportunity to demonstrate their qualifications for this project. The content of the proposal shall include the following information:

1. Letter of Interest: Limited to 1 page, at least 10 font
2. Project Understanding, Approach and Availability: Limited to 7 pages, at least 10 font
3. For each Team Member Company as STANDARD FORM 330 (REV. 7/2021) Part 1 (only) with the following limits:
  - 7 projects maximum, not to exceed 2 pages each
  - 7 resumes, not to exceed 2 pages
    - One resume must be of the lead Professional Engineer
    - One resume must be of the lead Licensed Architect
    - One resume must be of the Construction Manager/ Superintendent
  - Section H Additional Information shall be limited to 3 pages
  - All input information shall be at least 10 font
4. Schedule – A schedule prepared in Microsoft Project shall be provided. The schedule shall be detailed to demonstrate the overall approach including but not limited to, Notice to Proceed, milestones, material procurement phase, hold points and total time. A copy of the file is required.
5. Copy of Company License(s) to practice Engineering / Architecture / Construction for each identified team member.
6. Copy of Key Staff Professional Engineer, Architect or other professional licenses
7. Forms
  - Exceptions: one for the prime contractor and one for the lead architect / engineer firm
  - Litigation: one for the prime contractor and one for the lead architect / engineer firm
  - Non-Collusion: one for the prime contractor and one for the lead architect / engineer firm

Proposals will be evaluated using the following criteria:

Engineering / Architect Professional

| EVALUATION CRITERIA  |                |
|--|----------------|
| Cover Letter, Understanding & Approach                       | 35%            |
| Experience, Qualifications and Availability of Key Personnel | 40%            |
| Example Projects   | 25%            |
| References   | *              |
| <b>TOTAL</b>   | <b>100.00%</b> |

\* References for Engineering / Architect Professionals are required and considered with the experience and qualifications scoring.

Contractor

| EVALUATION CRITERIA  |                |
|--|----------------|
| Experience, Qualifications and Availability of Key Personnel | 50%            |
| Example Projects   | 20%            |
| Schedule   | 10%            |
| References   | 20%            |
| <b>TOTAL</b>   | <b>100.00%</b> |

- 1
- 2 Combined Score shall be out 200%

Design Build Team QBS Solicitations  
RFP-

**EXCEPTIONS**

The following exceptions are noted:

1.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Authorized Official Submitting Proposal: \_\_\_\_\_

Signature

\_\_\_\_\_  
Print

Date: \_\_\_\_\_ 2022

THIS COMPLETED FORM MUST BE INCLUDED WITH YOUR PROPOSAL

Design Build Team QBS Solicitations  
RFP-

**LITIGATION**

The following previous 5 year, current and anticipated litigations are noted:

1.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Authorized Official Submitting Proposal: \_\_\_\_\_

Signature

Title

Print

Date: \_\_\_\_\_ 2022

THIS COMPLETED FORM MUST BE INCLUDED WITH YOUR PROPOSAL

Design Build Team QBS Solicitations  
RFP-

**NON-COLLUSION AFFIDAVIT**

"By submission of this, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

The content in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such proposal with any other bidder or with any competitor.

Unless otherwise required by law, the contents of this proposal which have been presented have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other competitor.

No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition."

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Authorized Official Submitting Proposal: \_\_\_\_\_

Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Print

Date: \_\_\_\_\_ 2022

THIS COMPLETED FORM MUST BE INCLUDED WITH YOUR PROPOSAL



1 **Design Build Team QBS Solicitations**  
2 **RFP-**

3 **Statement of Understanding of Indemnification**  
4 **and Insurance Requirements**  
5

6 I (We) have read the Indemnification and Insurance Requirements cited in the subject Request for Proposals and  
7 understand the obligations thereof. These requirements have been reviewed with our insurance agent and/or  
8 legal counsel and it was determined that the Indemnification and Insurance requirements are acceptable. Upon  
9 receipt of a designation from the Town of Bolton to perform the services described in the subject RFP, I (we)  
10 intend to enter into an agreement with the Town of Bolton that will include the Indemnification and Insurance  
11 requirements as stated within the RFP.  
12

13 Company Name: \_\_\_\_\_  
14

15 Address: \_\_\_\_\_  
16

17 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
18

19 Name of Authorized Official Submitting Proposal: \_\_\_\_\_

20 \_\_\_\_\_  
21 Signature

22 \_\_\_\_\_  
23 Title

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29 Date: \_\_\_\_\_ 2022  
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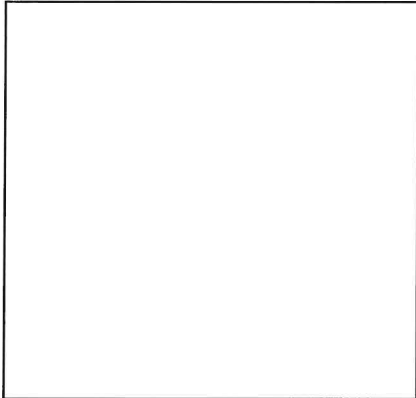
34 THIS COMPLETED FORM MUST BE INCLUDED WITH YOUR PROPOSAL

REQUEST FOR PROPOSALS

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TOWN OF BOLTON, CONNECTICUT

RFP - 22-09-01



**PROPOSALS DUE:**  
**, 2022**  
**3:00PM**

**Submit to:**  
Board of Selectmen  
Town of Bolton Connecticut  
222 Bolton Center Road  
Bolton CT 06043

1

2

3 REQUEST FOR PROPOSALS ..... 1

4 TABLE OF CONTENTS.....2

5 DESCRIPTION .....2

6 PROPOSAL INSTRUCTIONS .....2

7 GRIEVANCE AND PROTEST PROCEDURES: .....4

8 RFP REQUIREMENTS.....5

9 SELECTION .....5

10 EXCEPTIONS .....6

11 LITIGATION .....7

12 NON-COLLUSION AFFIDAVIT .....8

13 FEES AND DIRECT COSTS..... 10

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17 The Town of Bolton is preparing to expand and renovate the existing firehouse located on 168 Bolton Center Rd, Bolton,  
 18 CT 06043. Professional architectural / engineering / planning services are requested. The Town desires to use a design  
 19 build (D/B) process to minimize the total project durations using a two-phase selection process. This solicitation is for  
 20 services required to prepare the project scope, technical specifications, D/B Team Selection Process, and other services  
 21 necessary to awarding the project to a D/B Team. The selected individual(s) or Firm will work with Town  
 22 Representatives in a collaborative effort to reach the desired goal.

- 23
- 24 Services may include:
- 25 1. Providing technical expertise
- 26 2. Investigations
- 27 3. Preliminary cost estimate
- 28 4. Assistance with preparing technical specifications
- 29 5. Other services as may be needed
- 30

- 31
- 32 ● Sealed proposals for RFP-22-09-01 Professional Engineering / Architectural Services for Bolton Firehouse  
 33 will be received at Board of Selectman, 222 Bolton Center Road, Bolton CT 06043 on or before 3:00 p.m.,  
 34 , 2022. Late proposals may be rejected. Notice of receipt will be provided if requested.
- 35 ● All official bid documents must be obtained from [Bids & RFPs - Bolton, Connecticut \(boltonct.org\)](https://www.boltonct.org/bids-rfps) Bid Notification  
 36 System Copies of bidding documents obtained from any other source are not considered official copies. In  
 37 addition to obtaining the official bid documents, any and all addendum pertaining to a particular bid or RFP are  
 38 posted on the same website that the official bid documents are obtained: [Bids & RFPs - Bolton, Connecticut](https://www.boltonct.org/bids-rfps)  
 39  [\(boltonct.org\)](https://www.boltonct.org/bids-rfps) It is incumbent upon all potential firms to view all posted addenda prior to the bid close date. If you  
 40 have obtained this document from another source, it is recommended that you obtain an official copy.
- 41 ● Written questions and inquiries concerning this Request for Proposals shall be submitted to hr@boltonct.org at

1 least 7 calendar days before proposals are due. Verbal questions will not be entertained.

- 2 ● Proposers must submit 1 original, plus 7 copies, plus one (1) copy on USB flash drive (as TWO pdf documents.  
3 The Fee Proposal shall be a separate file clearly labeled "COMPANY NAME RFP 22-09-01 FEE PROPOSAL)  
4 of their Proposal, unless otherwise stated in the specifications. The originals must be clearly marked. All  
5 proposals must be filled out in ink or be typewritten. Proposals submitted in pencil will be rejected as  
6 unresponsive. Proposals which have been corrected by white out or crossed out and have not been initialed  
7 and/or dated will be rejected as unresponsive.

- 8 ● Proposer may not withdraw a proposal within one hundred twenty (120) days after the actual date proposals are  
9 due.

- 10 ● Proposers shall indicate, on the outside of each sealed envelope, the following information:

11 Envelope 1

12 **RFP-22-09-01**

13 **Professional Engineering / Architectural Services for Bolton Firehouse, 2022 at 3:00 pm.**

14 **"Company Name RFP 22-09-01 QUALIFICATIONS"**

15 Envelope 2

16 **"COMPANY NAME RFP 22-09-01 FEE PROPOSAL"**

17 Envelope 2 must be sealed inside of Envelope 1, Failure to do so may result in rejection of the proposal as  
18 being unresponsive. The flash drive shall be included in this envelope only.

- 19 ● The following forms (signed and dated) must be submitted  
20 1. Exceptions  
21 2. Non-Collusion Affidavit, completed, signed and dated.  
22 3. Acknowledgement of Insurance Requirements signed and dated.  
23 4. Litigation form(s) signed and dated  
24 5. Fee Proposal Form/ Hourly Fee pages(s) Note: Such exceptions will be noted in the proposal  
25 specification. The fee proposal and hourly rate page(s) must be sealed in Envelope 2.
- 26 ● Should the proposer find discrepancies or omissions in the specifications, they shall provide notify at once
- 27 ● **Exceptions to the RFP shall be clearly noted.** Exceptions not acceptable may affect scoring and could be  
28 grounds for rejection of the proposal.
- 29 ● The proposal digital file shall be a single PDF file, not exceeding 10 megabytes. The Fee Proposal shall be a  
30 single PDF file. The files shall be bookmarked, all pages numbered consecutively, have a front and rear cover  
31 and have a table of contents. The contents shall be in the order requested. Divider pages between sections are  
32 not desired.
- 33 ● The Town of Bolton, and/or authorized designee, shall be the only authorized persons to make changes or  
34 alterations to these specifications. Such changes shall be posted as an addendum on the following website  
35 <https://town.boltonct.org/government/bids-rfps>.
- 36 ● Proposers who are required to adhere to the prevailing wage schedule, shall obtain a current schedule and  
37 include a copy in the response. The Town may audit adherence to this schedule at any time.
- 38 ● The Town of Bolton reserves the right to reject all proposals, parts of all proposals, or all proposals for any one  
39 or more supplies or contractual services included in the proposed contract, when such rejection is in the best  
40 interest of the Town.
- 41 ● The Town reserves the right to award to single or multiple firms, in whole or in part, by item, by class, by category,  
42 or to establish primary/secondary contracts, whichever the Town deems to be in the best interest of the Town.

1 ● The contract will be awarded to the RESPONSIBLE PROPOSER best meeting the needs of the Town, based in all  
2 or in part, but not limited to:

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1. Project Understanding
2. Approach
3. Experience of the Firm with Similar Projects
4. Experience, Qualifications and Availability of Key Personnel
5. References
6. Exceptions acceptable to the Town
7. Proposed Hours and Cost

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Who has also demonstrated judgment and integrity, is of good reputation, experienced in his work, whose record of past performance is established as satisfactory, and whose financial status is such to provide no risk to the Owner in its contractual dealings.

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- Upon acceptance of any proposal, the successful proposer shall execute a contract, if applicable, in accordance with the specifications, with the Town Bolton, State of Connecticut.
- A contract shall not be assignable in whole or in part without the written consent of the Town.
- Prior to any firm receiving payment for goods and/or services rendered, the Town requires that all firms have a current completed IRS form W-9 on file with the Town Board of Finance.
- By submission of this proposal, each Proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, agrees to all terms and conditions unless noted otherwise and accepted by the Town

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1. Any protest to the Town's consideration of any proposal must be submitted in writing and received by the First Selectman no later than five (5) calendar days after the selection. A written reply to the protest will be sent to the protesting firm by the Board of Selectman. A formal reply will be provided within 14 calendar days.
2. The protest must contain:
  - Identification of the statute, ordinance or procedure that is alleged to have been violated.
  - A precise statement of the relevant facts;
  - Identification of the issues to be resolved;
  - Aggrieved party's argument and support documentation.

**Any notice of protest received after the deadline will not be considered.**

1  
2 This RFP is intended to provide interested firms with an opportunity to demonstrate their qualifications for this project.  
3 The content of the proposal shall include the following information:  
4

- 5 **1.** Letter of Interest: Limited to 1 page, at least 10 font
- 6 **2.** Project Understanding, Approach and Availability: Limited to 3 pages, at least 10 font
- 7 **3.** STANDARD FORM 330 (REV. 7/2021) Part 1 (only) with the following limits:
  - 8 • 7 projects maximum, not to exceed 2 pages each
  - 9 • 3 resumes, not to exceed 2 pages each
  - 10 • Section H Additional Information shall be limited to 3 pages
  - 11 • All input information shall be at least 10 font
- 12 **4.** Copy of Company License(s) to practice Engineering / Architecture
- 13 **5.** Copy of Key Staff Professional Engineer, Architect or other professional licenses
- 14 **6.** Forms
  - 15 • Exceptions
  - 16 • Litigation
  - 17 • Non-Collusion
- 18 **7.** Fees and Direct Costs - An estimate of hours and cost for the project, shall be included as part of the  
19 project proposal. The estimate should be prepared in a cost-plus format including staff hours, hourly  
20 rates, overhead rate, fixed fee/profit and direct non-salary costs. The submitted hour and cost estimate  
21 will be ranked based upon alignment of anticipated work effort with project understanding and cost  
22 efficiency. The Selected Consultant must be able to demonstrate audited overhead rates. Town  
23 reserves the right to request audit information at any time. The hour and cost proposal shall serve only  
24 as a basis to begin negotiations with the selected firm.  
25  
26

27 Proposals will be evaluated using the following criteria:  
28

| EVALUATION CRITERIA  |                |
|--|----------------|
| Cover Letter, Understanding & Approach                       | 25%            |
| Experience, Qualifications and Availability of Key Personnel | 40%            |
| Example Projects   | 25%            |
| Fees and Direct Costs  | 10%            |
| <b>TOTAL</b>   | <b>100.00%</b> |

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PROFESSIONAL SERVICES FOR  
RFP-

**EXCEPTIONS**

The following exceptions are noted:

1.

7 Company Name: \_\_\_\_\_

8

9 Address: \_\_\_\_\_

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11 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

12

13 Name of Authorized Official Submitting Proposal: \_\_\_\_\_

14

Signature

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16 \_\_\_\_\_

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Title

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Print

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23 Date: \_\_\_\_\_ 2022

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26 THIS COMPLETED FORM MUST BE INCLUDED WITH YOUR PROPOSAL

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PROFESSIONAL SERVICES FOR  
RFP-

**LITIGATION**

The following previous 5 year, current and anticipated litigations are noted:

**2.**

7 Company Name: \_\_\_\_\_

8

9 Address: \_\_\_\_\_

10

11 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

12

13 Name of Authorized Official Submitting Proposal: \_\_\_\_\_

14

Signature

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16 \_\_\_\_\_

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Title

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Print

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23 Date: \_\_\_\_\_ 2022

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25 THIS COMPLETED FORM MUST BE INCLUDED WITH YOUR PROPOSAL

26



PROFESSIONAL SERVICES FOR  
RFP-

**NON-COLLUSION AFFIDAVIT**

“By submission of this, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor.

No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.”

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Authorized Official Submitting Proposal: \_\_\_\_\_

Signature

Title

Print

Date: \_\_\_\_\_ 2022

THIS COMPLETED FORM MUST BE INCLUDED WITH YOUR PROPOSAL

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**PROFESSIONAL SERVICES FOR  
RFP-**

**Statement of Understanding of Indemnification  
and Insurance Requirements**

I (We) have read the Indemnification and Insurance Requirements cited in the subject Request for Proposals and understand the obligations thereof. These requirements have been reviewed with our insurance agent and/or legal counsel and it was determined that the Indemnification and Insurance requirements are acceptable. Upon receipt of a designation from the Town of Bolton to perform the services described in the subject RFP, I (we) intend to enter into an agreement with the Town of Bolton that will include the Indemnification and Insurance requirements as stated within the RFP.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Authorized Official Submitting Proposal: \_\_\_\_\_

Signature

\_\_\_\_\_  
Print

Date: \_\_\_\_\_ 2022

THIS COMPLETED FORM MUST BE INCLUDED WITH YOUR PROPOSAL

PROFESSIONAL SERVICES FOR  
RFP-

**FEES AND DIRECT COSTS**

Notes:

- Such exceptions will be noted in the proposal specification. The fee proposal and hourly rate page(s) must be sealed in Envelope 2.
- The total of all hours shall be 160 hours. The actual number of hours shall be used for comparison purposes and are subject to change based on negotiations, scope and other factors.

Fee

| Name          | Title | Billing Rate | Hours      | Amount |
|---------------|-------|--------------|------------|--------|
|               |       |              |            |        |
|               |       |              |            |        |
|               |       |              |            |        |
| <b>Totals</b> |       |              | <b>160</b> |        |

Direct Costs

| Description | Units | Unit Rate |
|-------------|-------|-----------|
|             |       |           |
|             |       |           |

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Authorized Official Submitting Proposal: \_\_\_\_\_

Signature

Title

Print

Date: \_\_\_\_\_ 2022

THIS COMPLETED FORM MUST BE INCLUDED WITH YOUR PROPOSAL

**Rupert, Jim**

---

**From:** Heckt, Kristin  
**Sent:** Thursday, March 30, 2023 11:02 AM  
**To:** Rupert, Jim; Sawyer, Pamela; Broneill, Andrew; Rich, Scott; Collins, Jill; Lally, Ross; Ross Lally; Huynh, Kusal  
**Subject:** HVAC Bond Monies for BOE  
**Importance:** High

Good Morning,

I am requesting that the HVAC bond monies for BCS be moved for use next year. It is my understanding from previous conversations that this will require a Town Meeting.

As I shared at a meeting several months ago, I was not sure we would be able to use the bond monies for the HVAC control system upgrade for BCS by June 30, 2023. Further, we have applied for an HVAC grant to offset the cost of the project. I have asked DAS several times if we would be allowed to go out to bid prior to the grant award because either way we are doing this project. As you know, we have to have the full funding for the project in place to apply for a reimbursement grant. Bolton's DAS School Construction Reimbursement Rate is 47.14%. DAS has not answered my question in the affirmative. The latest answer I received to my repeated request is below:

---

**From:** Dixon, Michelle <[Michelle.Dixon@ct.gov](mailto:Michelle.Dixon@ct.gov)>  
**Sent:** Wednesday, March 29, 2023 2:24 PM  
**To:** Heckt, Kristin <[kheckt@boltonct.org](mailto:kheckt@boltonct.org)>; Hobbs, Darren <[Darren.Hobbs@ct.gov](mailto:Darren.Hobbs@ct.gov)>  
**Cc:** Huynh, Kusal <[khuynh@boltonct.org](mailto:khuynh@boltonct.org)>  
**Subject:** Re: HVAC Application Questions - line questions

Superintendent:  
Per Deputy Commissioner Darren Hobbs:

Letters should be sent next week

Thank you.  
Michelle Dixon

---

Please let me know if you need any further information.

*Regards,  
Kristin*

Kristin B. Heckt  
Superintendent of Schools  
Bolton Public Schools  
72 Brandy Street  
Bolton, CT 06043  
[kheckt@boltonct.org](mailto:kheckt@boltonct.org)

**TOWN OF BOLTON  
CALL FOR ANNUAL TOWN MEETING**

The legal voters of the Town of Bolton are hereby warned and notified to meet in the Annual Town Meeting at the Town Hall, 222 Bolton Center Road, on Tuesday, May 16, 2023 at 7:00 P.M. for the following purposes:

- 1. To hear annual reports from each town Commission, Board, Agency and Office.
- 2. To authorize the Board of Selectmen and the Treasurer of the Town of Bolton, when the annual budget is adopted, to borrow on specific accounts, or otherwise, such sums of money from time to time, and at such time or times as may be necessary to meet the expenses and obligations of said Town of Bolton for the fiscal year 2023-2024 in an amount not exceeding the appropriations authorized herein.
- 3. To consider and act upon the five (5) year capital improvement plan as presented by the Board of Selectmen in the annual budget document.
- 4. To authorize the approval of the remaining funds from the 2017 borrowing allocation for the Board of Education projects at the Bolton Center School, according to Section (a)(iv) of the approved resolution of the town meeting on January 25, 2017, for the purposes of the replacement of the fireproof stage curtain, cafeteria kitchen stove, energy management system and lockers, to the extent of the remaining available funds continue to be available for those approved purposes through July 1, 2024.

Dated at Bolton, Connecticut, this 2nd day of May 2023.

Bolton Board of Selectmen

\_\_\_\_\_  
Pamela Sawyer

\_\_\_\_\_  
Robert Morra

\_\_\_\_\_  
Michael Eremita

\_\_\_\_\_  
Adam Teller

\_\_\_\_\_  
Robert DePietro Jr.

Item #1

**RESOLVED:** That the Annual Reports for each Board, Commission, Agency and Office be accepted as printed in the “Annual Report of the Town of Bolton,” for the year ending June 30, 2021, as published by the Board of Finance and filed with the Town Clerk.

Item #2

**RESOLVED:** That the Board of Selectmen and the Treasurer of the Town of Bolton be authorized to borrow on specific accounts, or otherwise, such sums of money from time to time, and at such times as may be necessary to meet the expenses and obligations of said Town of Bolton for the fiscal year 2022-2023, in an amount not exceeding the appropriations authorized herein.

Item #3

**RESOLVED:** That the five (5) year capital improvement plans be accepted as presented by the Board of Selectmen and Board of Education in the annual budget document.

Item #4

**RESOLVED:** That the remaining funds from the 2017 borrowing allocation for the Board of Education projects at the Bolton Center School, according to Section (a)(iv) of the approved resolution of the town meeting on January 25, 2017, for the purposes of the replacement of the fireproof stage curtain, cafeteria kitchen stove, energy management system and lockers, to the extent of the remaining available funds continue to be available for those approved purposes through July 1, 2024.

**Possible unused FY2023 funds**

|                                |           |                  |
|--------------------------------|-----------|------------------|
| Administration                 | \$        | 25,000.00        |
| Finance                        | \$        | 3,000.00         |
| Unemployment Comp              | \$        | 25,000.00        |
| Fire Fighter Retention         | \$        | 4,912.00         |
| Workers Comp.                  | \$        | 11,312.00        |
| Health Insurance               | \$        | 5,358.00         |
| Mileage Stipends/Reimbursement | \$        | 2,000.00         |
| Probate                        | \$        | 318.00           |
| Animal Control                 | \$        | 100.00           |
| Fire Marshal Payroll           | \$        | 5,000.00         |
| Temp. Building Commission      | \$        | 3,000.00         |
| <i>Various Budgets</i>         | <i>\$</i> | <i>15,000.00</i> |

*\$ 100,000.00*

5F

**MICHELSON, KANE, ROYSTER & BARGER, P.C.**

ATTORNEYS AND COUNSELORS AT LAW

HARTFORD SQUARE NORTH  
TEN COLUMBUS BOULEVARD  
HARTFORD, CONNECTICUT 06106

RICHARD L. BARGER  
STEVEN B. KAPLAN  
MARK E. BLAKEMAN □  
PAUL S. TAGATAC

Telephone (860) 522-1243  
Facsimile (860) 548-0194  
[www.mkrb.com](http://www.mkrb.com)

PAUL R. FITZGERALD □  
BETH N. MERCIER  
CAROLYN A. YOUNG #

□ ALSO ADMITTED IN  
MASSACHUSETTS

# ALSO ADMITTED IN  
NEW YORK

**Opinion No. 235**

February 14, 2023

**Via Email: jrupert@boltonct.org**

Jim Rupert  
Administrator of Bolton Lakes Regional Water Pollution Control Authority  
222 Bolton Center Road  
Bolton, CT 06043

**Re: Use of Notch Road Access to Routes 6 and 44**

Dear Jim,

Under date of February 9, 2023 you wrote requesting the undersigned's ideas and/or opinions regarding the above referenced. Apparently, the Board of Selectmen have discussed this matter on several occasions with there being a general consensus that this is a dangerous intersection and that, perhaps, Town employees should be advised or ordered not to use it when driving Town owned vehicles.

I concur with the Selectmen's observation. This is indeed a fairly dangerous intersection. Years ago I represented a party whose car was t-boned coming out of Notch Road, and, that may have been before the Route 384 connector was built which has increased not only the traffic but also the speed of the vehicles coming off of it.

The Selectmen are apparently considering an outright prohibition prohibiting all employees who regularly drive town vehicles from using that intersection. Alternatively, the Selectmen are also considering establishing a guideline that states something to the effect that "whenever an alternate road is available it shall be used". You advise that each employee that regularly drives a town vehicle would have to sign a document indicating that they have read and understand such guideline. Presumably, that document would become part of the individual employee's personnel record. Additionally, new employees who may be assigned to regularly drive a town vehicle would also be required to sign the same as part of their employment package.

You have asked whether I have any other ideas that may be appropriate regarding this issue.



My thoughts and observations include:

1. What I do see are potentially more issues of a personnel nature for the Town Administrator to be prepared to handle. Are all Town vehicles equipped with GPS devices that would have to be monitored on a regular basis? How would a violation become to be known? Would another Town employee have to "tell" on a fellow employee? Would this then lead to a factual inquiry/investigation with disputed evidence? What discipline would be appropriate should it be determined that there was in fact a violation of the prohibition or the guideline memo? Would the discipline be different depending on which alternative the Selectmen choose? These are just some of the issues that may arise should the Selectmen take this action.
2. I do not believe that there would be an impact on the Town by the Selectmen deciding to proceed one way or the other. In either event, the Selectmen are not adopting an ordinance and, neither choice would rise to the level of a regulation or a law the violation of which could impact the Town's liability in the event of an accident with a Town vehicle.
3. I do not see where the Town's contract with the employees' union would necessarily be an issue. However, I have not read or seen that particular contract. If you think it might have some bearing on this issue, perhaps you can forward me a copy.

### Conclusion

If I were a member of the Board of Selectmen I would be leaning toward the guideline memo which I believe would give the Personnel Director and/or the Board of Selectmen more discretion in dealing with a violation of the guideline.

If you require anything further please do not hesitate to contact me.

Best regards.

Sincerely,

*Richard L. Barger*

Richard L. Barger

RLB/es

**TAX COLLECTOR  
3.31.23**

|                  | ADOPTED                 | COLLECTIONS<br>YTD      | REFUNDS               | RETURNED<br>PAYMENTS  | TAX COLL.<br>TRANSFERS | NET COLLECTION<br>3.31.23 | PERCENTAGE<br>COLLECTED<br>FY 23 BUDGET |
|------------------|-------------------------|-------------------------|-----------------------|-----------------------|------------------------|---------------------------|---|
| CURRENT YR.LEVY  | \$ 15,953,417.00        | \$ 16,233,377.74        | \$ (47,577.84)        | \$ (14,577.84)        | \$ 1,771.72            | \$ 16,172,993.78          | 101.38%                                 |
| MOTOR VEHICLE    | \$ 1,737,991.00         | \$ 1,686,093.85         | \$ (11,327.08)        | \$ (5,120.34)         | \$ (232.24)            | \$ 1,669,414.19           | 96.05%                                  |
| SUPP.-MV LEVY    | \$ 175,000.00           | \$ 191,441.35           | \$ (814.58)           | \$ (595.34)           | \$ 602.99              | \$ 190,634.42             | 108.93%                                 |
| <b>SUB TOTAL</b> | <b>\$ 17,866,408.00</b> | <b>\$ 18,110,912.94</b> | <b>\$ (59,719.50)</b> | <b>\$ (20,293.52)</b> | <b>\$ 2,142.47</b>     | <b>\$ 18,033,042.39</b>   | 100.93%                                 |
| PRIOR YEARS      | \$ 70,000.00            | \$ 98,754.68            | \$ (3,150.96)         | \$ -                  | \$ (2,703.25)          | \$ 92,900.47              | 132.71%                                 |
| INTEREST & FEES  | \$ 55,000.00            | \$ 67,071.02            | \$ (17.39)            | \$ (255.01)           | \$ 560.78              | \$ 67,359.40              | 122.47%                                 |
| <b>TOTAL</b>     | <b>\$ 17,991,408.00</b> | <b>\$ 18,276,738.64</b> | <b>\$ (62,887.85)</b> | <b>\$ (20,548.53)</b> | <b>\$ -</b>            | <b>\$ 18,193,302.26</b>   | 101.12%                                 |

**PREVIOUS YEAR CURRENT YR LEVY COLLECTED**

|           |           |           |            |            |            |
|-----------|-----------|-----------|------------|------------|------------|
| 7.31.2022 | 8.31.2022 | 9.30.2022 | 10.31.2022 | 11.30.2022 | 12.31.2022 |
| 86.13%    | 99.24%    | 99.63%    | 100.92%    | 101.10%    | 101.25%    |
| 1.31.2023 | 2.28.2023 | 3.30.2023 | 4.30.2023  | 5.31.2023  | 6.30.2023  |
| 101.23%   | 101.29%   | 101.38%   |            |            |            |
| 7.31.2021 | 8.31.2021 | 9.30.2021 | 10.31.2021 | 11.30.2021 | 12.31.2021 |
| 19.07%    | 90.94%    | 98.67%    | 99.09%     | 99.52%     | 99.95%     |
| 1.31.2022 | 2.28.2022 | 3.30.2022 | 4.30.2022  | 5.31.2022  | 6.30.2022  |
| 100.98%   | 101.06%   | 101.12%   | 101.24%    | 100.18%    | 100.39%    |

75



| FY2023 April 24, 2023      |                        | Adopted Budget         | Revised Budget         | Expense YTD            | Balance              | Encumbrance            | Unexpended    | % Expensed    | FY22          | FY21          | FY20 |
|----------------------------|------------------------|------------------------|------------------------|------------------------|----------------------|------------------------|---------------|---------------|---------------|---------------|------|
| Administration             | \$ 708,256.00          | \$ 648,256.00          | \$ 410,016.87          | \$ 238,239.13          | \$ 13,898.40         | \$ 224,340.73          | 65.39%        | 62.99%        | 64.78%        | 67.11%        |      |
| Board of Finance           | \$ 2,200.00            | \$ 2,200.00            | \$ 1,721.86            | \$ 478.14              | -                    | \$ 478.14              | 78.27%        | 45.38%        | 44.77%        | 50.82%        |      |
| Financial Administration   | \$ 237,546.00          | \$ 237,546.00          | \$ 187,385.05          | \$ 50,160.95           | -                    | \$ 50,160.95           | 78.88%        | 78.82%        | 80.21%        | 78.11%        |      |
| Auditing                   | \$ 29,000.00           | \$ 29,000.00           | \$ 23,000.00           | \$ 6,000.00            | -                    | \$ 6,000.00            | 79.31%        | 73.58%        | 77.36%        | 92.45%        |      |
| Assessor                   | \$ 131,112.00          | \$ 131,112.00          | \$ 109,073.45          | \$ 22,038.55           | \$ 535.03            | \$ 21,503.52           | 83.60%        | 68.95%        | 79.99%        | 79.48%        |      |
| Tax Collector              | \$ 91,208.00           | \$ 91,208.00           | \$ 68,783.48           | \$ 22,424.52           | \$ 371.97            | \$ 22,052.55           | 75.82%        | 80.17%        | 79.41%        | 81.58%        |      |
| Fringe Benefits            | \$ 1,036,526.00        | \$ 1,036,526.00        | \$ 771,362.93          | \$ 265,163.07          | -                    | \$ 265,163.07          | 74.42%        | 77.24%        | 71.75%        | 77.36%        |      |
| Town Clerk                 | \$ 137,760.00          | \$ 137,760.00          | \$ 112,731.80          | \$ 25,028.20           | \$ 1,503.89          | \$ 23,524.31           | 82.92%        | 83.51%        | 83.02%        | 83.05%        |      |
| Land Use                   | \$ 342,653.00          | \$ 342,653.00          | \$ 219,475.23          | \$ 123,177.77          | \$ 38,279.00         | \$ 84,898.77           | 75.22%        | 68.01%        | 82.08%        | 83.14%        |      |
| Planning & Zoning          | \$ 4,250.00            | \$ 4,250.00            | \$ 2,469.75            | \$ 1,780.25            | -                    | \$ 1,780.25            | 58.11%        | 33.36%        | 28.11%        | 13.14%        |      |
| Zoning Board of Appeals    | \$ 1,640.00            | \$ 1,640.00            | \$ 859.24              | \$ 780.76              | -                    | \$ 780.76              | 52.39%        | 42.29%        | 10.67%        | 36.20%        |      |
| Property Insurance         | \$ 145,400.00          | \$ 145,400.00          | \$ 101,562.75          | \$ 43,837.25           | -                    | \$ 43,837.25           | 69.85%        | 72.71%        | 72.43%        | 79.16%        |      |
| Probate                    | \$ 6,258.00            | \$ 6,258.00            | \$ 5,940.00            | \$ 318.00              | -                    | \$ 318.00              | 94.92%        | 95.18%        | 100.00%       | 100.00%       |      |
| Inlands/Wetlands           | \$ 2,235.00            | \$ 2,235.00            | \$ 604.35              | \$ 1,630.65            | -                    | \$ 1,630.65            | 27.04%        | 31.36%        | 20.13%        | 36.80%        |      |
| Elections                  | \$ 65,613.00           | \$ 65,613.00           | \$ 44,278.51           | \$ 21,334.49           | -                    | \$ 21,334.49           | 67.48%        | 57.17%        | 68.46%        | 30.79%        |      |
| Police                     | \$ 331,050.00          | \$ 331,050.00          | \$ 1,281.72            | \$ 329,768.28          | -                    | \$ 329,768.28          | 0.39%         | 2.10%         | 1.12%         | 1.21%         |      |
| Fire Commission            | \$ 241,385.00          | \$ 241,385.00          | \$ 125,134.87          | \$ 116,250.13          | \$ 60,189.35         | \$ 56,060.78           | 76.78%        | 67.21%        | 71.29%        | 85.46%        |      |
| Animal Control             | \$ 3,100.00            | \$ 3,100.00            | \$ 3,000.00            | \$ 100.00              | -                    | \$ 100.00              | 96.77%        | 0.00%         | 100.00%       | 85.71%        |      |
| Fire Marshal               | \$ 32,000.00           | \$ 32,000.00           | \$ 14,078.65           | \$ 17,921.35           | -                    | \$ 17,921.35           | 44.00%        | 58.20%        | 37.38%        | 16.09%        |      |
| Emergency Management       | \$ 14,693.00           | \$ 14,693.00           | \$ 9,365.98            | \$ 5,327.02            | -                    | \$ 5,327.02            | 63.74%        | 65.78%        | 70.56%        |               |      |
| Highways and Streets       | \$ 1,002,817.00        | \$ 1,002,817.00        | \$ 760,736.24          | \$ 242,080.76          | \$ 88,695.77         | \$ 153,384.99          | 84.70%        | 83.30%        | 58.53%        | 77.95%        |      |
| Public Building Commission | \$ 4,100.00            | \$ 4,100.00            | \$ 336.50              | \$ 3,763.50            | -                    | \$ 3,763.50            | 8.21%         | 91.15%        | 70.56%        | 83.08%        |      |
| Parks/Town Building Ops    | \$ 803,646.00          | \$ 803,646.00          | \$ 565,860.38          | \$ 237,785.62          | \$ 15,022.32         | \$ 222,763.30          | 72.28%        | 72.73%        | 71.93%        | 71.13%        |      |
| Public Health Admin        | \$ 28,878.00           | \$ 28,878.00           | \$ 21,296.74           | \$ 7,581.26            | -                    | \$ 7,581.26            | 73.75%        | 13.07%        | 0.00%         | 0.00%         |      |
| Seniors / Social Services  | \$ 159,498.00          | \$ 159,498.00          | \$ 115,001.40          | \$ 44,496.60           | \$ 3,205.95          | \$ 41,290.65           | 74.11%        | 74.97%        | 66.73%        | 76.70%        |      |
| Library                    | \$ 295,408.00          | \$ 295,408.00          | \$ 236,147.01          | \$ 59,260.99           | \$ 6,171.14          | \$ 53,089.85           | 82.03%        | 82.19%        | 77.85%        | 80.17%        |      |
| Conservation               | \$ 2,105.00            | \$ 2,105.00            | \$ 1,394.88            | \$ 710.12              | -                    | \$ 710.12              | 66.27%        | 67.98%        | 66.46%        | 81.85%        |      |
| Waste Collection           | \$ 572,454.00          | \$ 572,454.00          | \$ 440,976.08          | \$ 131,477.92          | \$ 900.00            | \$ 130,577.92          | 77.19%        | 81.96%        | 79.91%        | 73.52%        |      |
| <b>Totals</b>              | <b>\$ 6,432,791.00</b> | <b>\$ 6,372,791.00</b> | <b>\$ 3,074,766.08</b> | <b>\$ 2,018,915.28</b> | <b>\$ 228,772.82</b> | <b>\$ 1,790,142.46</b> | <b>72.17%</b> | <b>60.06%</b> | <b>61.93%</b> | <b>64.39%</b> |      |

Departments that we feel will not have enough money in their budgets.

7C

BUDGET TRANSFER REQUEST  
TO  
BOARD OF SELECTMEN

BUDGET: Highway

Transfer \$ 19,000 from category Payroll to category Road Repair

(within budget) from # 10050434303-000000-51610-00000

to # 10050434303-000000-57500-00000

Transfer \$ \_\_\_\_\_ from Budget \_\_\_\_\_ to Budget \_\_\_\_\_

from category \_\_\_\_\_ to category \_\_\_\_\_

from # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 000000 - \_\_\_\_\_ - 000000

to # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - 000000 - \_\_\_\_\_ - 000000

Other \$ \_\_\_\_\_

Explanation:

To cover additional road repairs

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Board of Selectmen

Approved

Comments:

Yes No

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Date \_\_\_\_\_

**BUDGET TRANSFER REQUEST  
TO  
BOARD OF SELECTMEN**

BUDGET: Highway

Transfer \$ 15,000 from category Overtime-payroll to category Road Repair

(within budget) from # 1005-043-4303-000000-51630-00000

to # 1005-043-4303-000000-57500-00000

Transfer \$ \_\_\_\_\_ from Budget \_\_\_\_\_ to Budget \_\_\_\_\_

from category \_\_\_\_\_ to category \_\_\_\_\_

from # \_\_\_\_\_ - \_\_\_\_\_ - 000000 - \_\_\_\_\_ - 00000

to # \_\_\_\_\_ - \_\_\_\_\_ - 000000 - \_\_\_\_\_ - 00000

Other \$ \_\_\_\_\_

Explanation: To cover additional road repairs

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

Board of Selectmen

Approved

Comments:

Yes No

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Date \_\_\_\_\_

**BUDGET TRANSFER REQUEST  
TO  
BOARD OF SELECTMEN**

BUDGET: Highway

Transfer \$ 20000 from category Tree Trimming to category Road Repair

(within budget) from # 1005-043-4303-000000-51304-00000

to # 1005-043-4303-000000-57500-00000

Transfer \$ \_\_\_\_\_ from Budget \_\_\_\_\_ to Budget \_\_\_\_\_

from category \_\_\_\_\_ to category \_\_\_\_\_

from # \_\_\_\_\_ - \_\_\_\_\_ - 000000 - \_\_\_\_\_ - 00000

to # \_\_\_\_\_ - \_\_\_\_\_ - 000000 - \_\_\_\_\_ - 00000

Other \$ \_\_\_\_\_

Explanation: To cover additional road repairs

\_\_\_\_\_ Signature

\_\_\_\_\_ Title

\_\_\_\_\_ Date

Board of Selectmen

Approved

Comments:

Yes No

|       |     |     |
|-------|-----|-----|
| _____ | ___ | ___ |
| _____ | ___ | ___ |
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| _____ | ___ | ___ |
| _____ | ___ | ___ |

Date \_\_\_\_\_

**BUDGET TRANSFER REQUEST  
TO  
BOARD OF SELECTMEN**

BUDGET: Highway

Transfer \$ 50000 from category Sand + Salt to category Road Repair

(within budget) from # 1005-043-4303-000000 56910 - 000000

to # 1005-043-4303-000000 57500 - 000000

Transfer \$ \_\_\_\_\_ from Budget \_\_\_\_\_ to Budget \_\_\_\_\_

from category \_\_\_\_\_ to category \_\_\_\_\_

from # \_\_\_\_\_ - \_\_\_\_\_ - 000000 - \_\_\_\_\_ - 000000

to # \_\_\_\_\_ - \_\_\_\_\_ - 000000 - \_\_\_\_\_ - 000000

Other \$ \_\_\_\_\_

Explanation: To cover additional road repairs

\_\_\_\_\_ Signature

\_\_\_\_\_ Title

\_\_\_\_\_ Date

Board of Selectmen

Approved

Comments:

Yes No

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Date \_\_\_\_\_

# Town of Bolton

## Voucher Detail Listing

Fiscal Year: 2022-2023

Vendor Remit Name Description

Voucher Batch Number: 1396

05/04/2023

| ACT GROUP  | Vendor # | QTY | PO No. | Invoice Invoice Date | Account                                      | Amount   |
|--|----------|-----|--------|----------------------|--|----------|
| Check Group: B8459                                 |          |     |        |                      |  |          |
| SENIOR CENTER COPIER CONTRACT 4/22-7/21/23         |          | 1   | 0      | 200773               | 1005.043.4399.000000.54300.000000            | \$43.00  |
|  |          |     |        | 4/14/2023            | Repair & Maint. Services - Town Build. Oper. |          |
| SENIOR CENTER COPIER CONTRACT OVERAGE 1/22-4/21/23 |          | 1   | 0      | 200773               | 1005.043.4399.000000.54300.000000            | \$69.72  |
|  |          |     |        | 4/14/2023            | Repair & Maint. Services - Town Build. Oper. |          |
| Check #: 13358                                     |          |     |        |                      |  |          |
| PO/Invoice Total:                                  |          |     |        |                      |  | \$112.72 |
| Vendor Total:                                      |          |     |        |                      |  | \$112.72 |
| ADVANCED BENEFIT STRATEGIES                        |          |     |        |                      |  |          |
| Check Group:                                       |          |     |        |                      |  |          |
| PARTICIPATION - FEB 2023                           |          | 1   | 0      | 2304652              | 1005.041.4141.000000.52010.000000            | \$66.92  |
|  |          |     |        | 4/12/2023            | Insurance Admin. Fees - Empl. Bene.          |          |
| PARTICIPATION - MARCH 2023                         |          | 1   | 0      | 2304652              | 1005.041.4141.000000.52010.000000            | \$66.92  |
|  |          |     |        | 4/12/2023            | Insurance Admin. Fees - Empl. Bene.          |          |
| Check #: 13359                                     |          |     |        |                      |  |          |
| PO/Invoice Total:                                  |          |     |        |                      |  | \$133.84 |
| Vendor Total:                                      |          |     |        |                      |  | \$133.84 |
| ANTHEM BLUE CROSS                                  |          |     |        |                      |  |          |
| Check Group:                                       |          |     |        |                      |  |          |
| RETIREE MEDICAL - MAY 2023                         |          | 1   | 0      | 1493160G             | 1005.000.0000.000000.20770.000000            | \$476.22 |
|  |          |     |        | 4/18/2023            | Insurance Clearing Liability                 |          |
| Check #: 13360                                     |          |     |        |                      |  |          |
| PO/Invoice Total:                                  |          |     |        |                      |  | \$476.22 |
| Vendor Total:                                      |          |     |        |                      |  | \$476.22 |
| ANTHEM LIFE  |          |     |        |                      |  |          |
| Check Group:                                       |          |     |        |                      |  |          |
| TOWN LIFE INSURANCE - MAY 2023                     |          | 1   | 0      | 8807217              | 1005.041.4141.000000.52100.000000            | \$229.10 |
|  |          |     |        | 4/17/2023            | Life Insurance - Empl. Bene                  |          |
| Check #: 13361                                     |          |     |        |                      |  |          |
| PO/Invoice Total:                                  |          |     |        |                      |  | \$476.22 |
| Vendor Total:                                      |          |     |        |                      |  | \$476.22 |

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# Town of Bolton

## Voucher Detail Listing

Fiscal Year: 2022-2023

Vendor Remit Name Description

Voucher Batch Number: 1396

05/04/2023

| Vendor #                         | QTY | PO No. | Invoice Date      | Account                          | Amount     |
|----------------------------------|-----|--------|-------------------|----------------------------------|------------|
| T1253                            |     |        |                   |                                  |            |
| ARAMARK                          |     |        |                   |                                  |            |
| Check Group:                     |     |        |                   |                                  |            |
| UNIFORMS                         | 1   | 0      | 25424997          | 1005.043.4399.000000.56930.00000 | \$20.98    |
|                                  |     |        | 4/5/2023          | Uniforms - Town Building Oper.   |            |
|                                  |     |        |                   | Check #: 13362                   |            |
|                                  |     |        |                   | PO/Invoice Total:                | \$229.10   |
|                                  |     |        |                   | Vendor Total:                    | \$229.10   |
|                                  |     |        |                   |                                  |            |
| Check Group:                     |     |        |                   |                                  |            |
| TOWN SHIRTS/SWEATSHIRTS          | 1   | 231214 | 25383320          | 1005.041.4107.000000.56300.00000 | \$1,133.77 |
|                                  |     |        | 3/16/2023         | Other Supplies - Admin.          |            |
| TOWN SHIRTS/SWEATSHIRTS          | 1   | 231214 | 25389207          | 1005.041.4107.000000.56300.00000 | \$347.76   |
|                                  |     |        | 4/18/2023         | Other Supplies - Admin.          |            |
| TOWN SHIRTS/SWEATSHIRTS          | 1   | 231214 | 25403628          | 1005.041.4107.000000.56300.00000 | \$16.98    |
|                                  |     |        | 3/25/2023         | Other Supplies - Admin.          |            |
|                                  |     |        |                   | Check #: 13362                   |            |
|                                  |     |        |                   | PO/Invoice Total:                | \$1,498.51 |
|                                  |     |        |                   | Vendor Total:                    | \$1,519.49 |
|                                  |     |        |                   |                                  |            |
| ASSOCIATION OF CT LIBRARY BOARDS |     |        |                   |                                  |            |
| Check Group:                     |     |        |                   |                                  |            |
| MEMBERSHIP DUES JAN-DEC 2023     | 1   | 0      | DUES JAN-DEC 2023 | 1005.045.4501.000000.58100.00000 | \$100.00   |
|                                  |     |        | 4/13/2023         | Dues & Fees - Libr.              |            |
|                                  |     |        |                   | Check #: 13363                   |            |
|                                  |     |        |                   | PO/Invoice Total:                | \$100.00   |
|                                  |     |        |                   | Vendor Total:                    | \$100.00   |
|                                  |     |        |                   |                                  |            |
| BAKER & TAYLOR                   |     |        |                   |                                  |            |
| Check Group:                     |     |        |                   |                                  |            |
| 1 BOOK                           | 1   | 0      | 5018263624        | 1005.045.4501.000000.56400.00000 | \$6.24     |
|                                  |     |        | 3/30/2023         | Library Materials - Libr.        |            |

# Town of Bolton

## Voucher Detail Listing

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Voucher Batch Number: 1396

05/04/2023

| Vendor #   | QTY | PO No. | Invoice<br>Invoice Date             | Account  | Amount                     |
|--|-----|--------|-------------------------------------|--|----------------------------|
| Check #: 13364   |     |        |                                     |  |                            |
| BRIAN WILCOX   |     |        |                                     |  | PO/Invoice Total: \$6.24   |
| Check Group:   |     |        |                                     |  | Vendor Total: \$6.24       |
| 6-IN-1 SPACE PROGRAM REFUND - CANCELLED DUE<br>TO LOW ENROLLMENT | 1   | 0      | REFUND 6-IN-1<br>SPACE<br>4/17/2023 | 2970.045.4503.300104.44709.00000<br>Other School Program - Recreation Fees | \$168.00                   |
| Check #: 13365   |     |        |                                     |  |                            |
| BRODART CO.  |     |        |                                     |  | PO/Invoice Total: \$168.00 |
| Check Group:   |     |        |                                     |  | Vendor Total: \$168.00     |
| 3 BOOKS  | 1   | 0      | B6578798<br>3/22/2023               | 1005.045.4501.000000.56400.00000<br>Library Materials - Libr.              | \$49.14                    |
| 10 BOOKS   | 1   | 0      | B6588642<br>4/1/2023                | 1005.045.4501.000000.56400.00000<br>Library Materials - Libr.              | \$178.22                   |
| Check #: 13366   |     |        |                                     |  |                            |
| BROWN & BROWN OF CT INC  |     |        |                                     |  | PO/Invoice Total: \$227.36 |
| Check Group:   |     |        |                                     |  | Vendor Total: \$227.36     |
| MONTHLY CONSULTING SERVICE CONTRACT - MAY<br>2023                | 1   | 0      | 11774775<br>5/1/2023                | 1005.041.4141.000000.52010.00000<br>Insurance Admin. Fees - Empl. Bene.    | \$770.00                   |
| Check #: 13367   |     |        |                                     |  |                            |
| C. PETER VAN DINE  |     |        |                                     |  | PO/Invoice Total: \$770.00 |
| Check Group:   |     |        |                                     |  | Vendor Total: \$770.00     |

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1396      05/04/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description

| Vendor #   | QTY | PO No. | Invoice Date                      | Account   | Amount     |
|--|-----|--------|-----------------------------------|---|------------|
| REIMBURSEMENT - ONSET COMPUTER CORP WATER TEMP MONITOR | 1   | 0      | 253640 ONSET COMP<br>4/12/2023    | 2873.000.0000.000000.25202.000000<br>Other Liability - Conservation Activity Fund | \$168.15   |
| Check #: 13368   |     |        |                                   |   |            |
| PO/Invoice Total:                                      |     |        |                                   |   | \$168.15   |
| Vendor Total:  |     |        |                                   |   | \$168.15   |
| COMMISSION ON FIRE PREVENTION & CONTROL                |     |        |                                   |   |            |
| Check Group:   |     |        |                                   |   |            |
| RESCUE CORE CLASS - PERREIRA & ROSS                    | 2   | 231302 | 1000239<br>2/6/2023               | 1005.042.4203.000000.53200.000000<br>Prof. Educational Training - Fire Comm.      | \$930.00   |
| Check #: 13369   |     |        |                                   |   |            |
| PO/Invoice Total:                                      |     |        |                                   |   | \$930.00   |
| Vendor Total:  |     |        |                                   |   | \$930.00   |
| CONNECTICUT NATURAL GAS CORP.                          |     |        |                                   |   |            |
| Check Group:   |     |        |                                   |   |            |
| Heating Fuel - #1072 TOWN HALL                         | 1   | 0      | HEAT<br>3/10-4/10/23<br>4/12/2023 | 1005.043.4399.000000.56210.000000<br>Heating Fuel - Town Building Oper.           | \$723.00   |
| Heating Fuel - #7591 BML                               | 1   | 0      | HEAT<br>3/10-4/10/23<br>4/12/2023 | 1005.043.4399.000000.56210.000000<br>Heating Fuel - Town Building Oper.           | \$418.58   |
| Heating Fuel - #1461 TOWN GARAGE                       | 1   | 0      | HEAT<br>3/10-4/10/23<br>4/12/2023 | 1005.043.4399.000000.56210.000000<br>Heating Fuel - Town Building Oper.           | \$782.93   |
| Heating Fuel - #1656 NRMC                              | 1   | 0      | HEAT<br>3/10-4/10/23<br>4/12/2023 | 1005.043.4399.000000.56210.000000<br>Heating Fuel - Town Building Oper.           | \$1,884.93 |
| Heating Fuel - #1664 NRMC SMALL TANK                   | 1   | 0      | HEAT<br>3/10-4/10/23<br>4/12/2023 | 1005.043.4399.000000.56210.000000<br>Heating Fuel - Town Building Oper.           | \$832.16   |
| Heating Fuel - #9069 FIRE DEPT                         | 1   | 0      | HEAT<br>3/10-4/10/23<br>4/12/2023 | 1005.043.4399.000000.56210.000000<br>Heating Fuel - Town Building Oper.           | \$663.71   |

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1396      05/04/2023

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

| Vendor #   | QTY | PO No. | Invoice Date                        | Account  | Amount     |
|--|-----|--------|-------------------------------------|--|------------|
| Heating Fuel - #1148 RST   | 1   | 0      | HEAT<br>3/10-4/10/23<br>4/12/2023   | 1005.043.4399.000000.56210.00000<br>Heating Fuel - Town Building Oper.             | \$426.95   |
| Heating Fuel - #8180 PARKS BLDG  | 1   | 0      | HEAT<br>3/10-4/10/23<br>4/12/2023   | 1005.043.4399.000000.56210.00000<br>Heating Fuel - Town Building Oper.             | \$569.57   |
| Check #: 13370   |     |        |                                     |  |            |
| PO/Invoice Total:  |     |        |                                     |  | \$6,301.83 |
| Vendor Total:  |     |        |                                     |  | \$6,301.83 |
| CONNECTICUT OCCUPATIONAL MEDICINE PARTNE                                     |     |        |                                     |  |            |
| Check Group:   |     |        |                                     |  |            |
| MEMBER PHYSICALS   | 1   | 230448 | 258943<br>4/12/2023                 | 1005.042.4203.000000.53400.00000<br>Other Professional Services - Fire Comm.       | \$278.00   |
| Check #: 13371   |     |        |                                     |  |            |
| PO/Invoice Total:  |     |        |                                     |  | \$278.00   |
| Vendor Total:  |     |        |                                     |  | \$278.00   |
| CONNECTICUT RECREATION AND PARKS ASSOC.                                      |     |        |                                     |  |            |
| Check Group:   |     |        |                                     |  |            |
| EPI-PEN & MEDICAL ADMIN TRAINING   | 5   | 231311 | 27061<br>4/6/2023                   | 2970.045.4503.300101.53400.00000<br>Herrick Park Summer Camp - Other Profess. Serv | \$315.00   |
| EPI-PEN TRAINING   | 4   | 231311 | 27061<br>4/6/2023                   | 2970.045.4503.300101.53400.00000<br>Herrick Park Summer Camp - Other Profess. Serv | \$180.00   |
| Check #: 13372   |     |        |                                     |  |            |
| PO/Invoice Total:  |     |        |                                     |  | \$495.00   |
| Vendor Total:  |     |        |                                     |  | \$495.00   |
| CRISTINA MELANSON  |     |        |                                     |  |            |
| Check Group:   |     |        |                                     |  |            |
| 6-IN-1 SPACE FLEET ROBOT PROGRAM REFUND -<br>CANCELLED DUE TO LOW ENROLLMENT | 1   | 0      | REFUND 6-IN-1<br>SPACE<br>4/17/2023 | 2970.045.4503.300104.44709.00000<br>Other School Program - Recreation Fees         | \$168.00   |
| Check #: 13373   |     |        |                                     |  |            |

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1396      05/04/2023

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

| Vendor #                                | QTY | PO No. | Invoice<br>Invoice Date             | Account  | Amount     |
|---|-----|--------|-------------------------------------|--|------------|
| CT MILITARY ACTIVITIES FUND             |     |        |                                     |  |            |
| Check Group:                            |     |        |                                     |  |            |
|   | 1   | 0      | LUNCHEON<br>5/19/23                 | 1005.041.4107.000000.58100.000000  | \$90.00    |
|   |     |        | 4/26/2023                           | Dues & Fees - Admin.   |            |
|   |     |        |                                     | Check #: 13374   |            |
|   |     |        |                                     | PO/Invoice Total:  | \$168.00   |
|   |     |        |                                     | Vendor Total:  | \$168.00   |
| DANIEL PENN ASSOCIATES LLC              |     |        |                                     |  |            |
| Check Group:                            |     |        |                                     |  |            |
|   | 1   | 231194 | BOLTON-23-01<br>4/20/2023           | 1005.041.4107.000000.53200.000000<br>Prof. Educational Training - Admin. | \$9,754.00 |
|   |     |        |                                     | Check #: 13375   |            |
|   |     |        |                                     | PO/Invoice Total:  | \$9,754.00 |
|   |     |        |                                     | Vendor Total:  | \$9,754.00 |
| DEMCO INC                               |     |        |                                     |  |            |
| Check Group:                            |     |        |                                     |  |            |
|   | 1   | 0      | 7278658<br>3/17/2023                | 1005.045.4501.000000.56120.000000<br>Office Oper. Supplies - Libr.       | \$69.38    |
|   |     |        |                                     | Check #: 13376   |            |
|   |     |        |                                     | PO/Invoice Total:  | \$69.38    |
|   |     |        |                                     | Vendor Total:  | \$69.38    |
| DEPT OF ENERGY&ENVIRONMENTAL PROTECTION |     |        |                                     |  |            |
| Check Group:                            |     |        |                                     |  |            |
|   | 1   | 0      | MS4 REPORT<br>FEE 2022<br>4/21/2023 | 1005.041.4107.000000.53300.000000<br>Professional/Tech Services - Admin. | \$187.50   |
|   |     |        |                                     | Check #: 13377   |            |

**Town of Bolton**

**Voucher Detail Listing**

Fiscal Year: 2022-2023

Vendor Remit Name Description

Voucher Batch Number: 1396

05/04/2023

| Vendor #                           | QTY | PO No. | Invoice Invoice Date | Account                                    | Amount   |
|------------------------------------|-----|--------|----------------------|--|----------|
| ELECTRONIC MEASUREMENT LABS., INC. |     |        |                      |  |          |
| T3285                              |     |        |                      |  |          |
| Check Group:                       |     |        |                      |  |          |
|                                    | 1   | 230682 | 61304                | 1005.042.4203.000000.54302.000000          | \$262.25 |
|                                    |     |        | 4/10/2023            | Fire/Security Maint. & Supply - Fire Comm. |          |
|                                    |     |        |                      | Check #: 13378                             |          |
|                                    |     |        |                      | PO/Invoice Total:                          | \$187.50 |
|                                    |     |        |                      | Vendor Total:                              | \$187.50 |
| EVERSOURCE.                        |     |        |                      |  |          |
| Check Group:                       |     |        |                      |  |          |
|                                    | 1   | 0      | #5034                | 1005.043.4399.000000.56220.000000          | \$12.58  |
|                                    |     |        | 3/14-4/12/23         | Electricity - Town Building Oper.          |          |
|                                    |     |        | 4/12/2023            |  |          |
|                                    |     |        |                      | Check #: 13379                             |          |
|                                    |     |        |                      | PO/Invoice Total:                          | \$262.25 |
|                                    |     |        |                      | Vendor Total:                              | \$262.25 |
| FREIGHTLINER OF HARTFORD, INC      |     |        |                      |  |          |
| T1995                              |     |        |                      |  |          |
| Check Group:                       |     |        |                      |  |          |
|                                    | 1   | 0      | 946029               | 1005.043.4303.000000.56100.000000          | \$198.96 |
|                                    |     |        | 3/13/2023            | Repair & Maintenance Supplies - H.W.       |          |
|                                    | 1   | 0      | 946476               | 1005.043.4303.000000.56100.000000          | \$32.55  |
|                                    |     |        | 3/16/2023            | Repair & Maintenance Supplies - H.W.       |          |
|                                    |     |        |                      | Check #: 13380                             |          |
|                                    |     |        |                      | PO/Invoice Total:                          | \$231.51 |
|                                    |     |        |                      | Vendor Total:                              | \$231.51 |
| FREIGHTLINER OF HARTFORD, INC.     |     |        |                      |  |          |
| T1995                              |     |        |                      |  |          |
| Check Group:                       |     |        |                      |  |          |
|                                    | 1   | 0      | 953408               | 1005.043.4303.000000.56100.000000          | \$97.73  |
|                                    |     |        | 4/20/2023            | Repair & Maintenance Supplies - H.W.       |          |

# Town of Bolton

## Voucher Detail Listing

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Voucher Batch Number: 1396

05/04/2023

| Vendor #   | QTY | PO No. | Invoice<br>Invoice Date             | Account  | Amount                     |
|--|-----|--------|-------------------------------------|--|----------------------------|
| Check Group: PARTS AND LABOR - TRUCK 3 EMISSIONS ISSUE     |     |        |                                     |  |                            |
|  | 1   | 231304 | 123241<br>4/14/2023                 | 1005.043.4303.000000.54300.000000<br>Repairs & Maintenance Services - H.W. | \$869.89                   |
| Check #: 13381   |     |        |                                     |  | PO/Invoice Total: \$97.73  |
| FRONTIER.  |     |        |                                     |  |                            |
| Check Group: NIRMC TELEPHONE #1243                         |     |        |                                     |  |                            |
|  | 1   | 0      | #1243<br>4/17-5/16/23<br>4/17/2023  | 1005.043.4399.000000.55300.000000<br>Communications - Town Building Oper.  | \$333.38                   |
| Check Group: HP TELEPHONE #6926                            |     |        |                                     |  |                            |
|  | 1   | 0      | #6926 4/7-5/6/23<br>4/7/2023        | 1005.043.4399.000000.55300.000000<br>Communications - Town Building Oper.  | \$214.53                   |
| Check #: 13382   |     |        |                                     |  | PO/Invoice Total: \$547.91 |
| Vendor Total:  |     |        |                                     |  | \$547.91                   |
| FUSION CROSS-MEDIA LLC                                     |     |        |                                     |  |                            |
| Check Group: BUSINESS CARDS - R. MCKINNON                  |     |        |                                     |  |                            |
|  | 1   | 0      | 63960<br>4/13/2023                  | 1005.041.4107.000000.56120.000000<br>Office Oper. Supplies - Admin.        | \$55.35                    |
| Check #: 13383   |     |        |                                     |  | PO/Invoice Total: \$55.35  |
| Vendor Total:  |     |        |                                     |  | \$55.35                    |
| GFOA CT TREASURER  |     |        |                                     |  |                            |
| Check Group: SPRING 2023 MEETING REGISTRATION - J. COLLINS |     |        |                                     |  |                            |
|  | 1   | 0      | SPRING 2023<br>MEETING<br>4/24/2023 | 1005.041.4117.000000.53200.000000<br>Prof. Educational Training - Finan.   | \$50.00                    |
| Check #: 13384   |     |        |                                     |  |                            |

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1396      05/04/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description

| Vendor #                     | QTY | PO No. | Invoice Date                                       | Account  | Amount     |
|------------------------------|-----|--------|--|--|------------|
| <b>GOEHRING ELECTRIC LLC</b> |     |        |  |  |            |
| Check Group:                 |     |        |  |  |            |
|                              | 1   | 231309 | ROSE FARM<br>4/10/23                               | 2863.080.8002.000000.54412.000000                  | \$225.00   |
|                              |     |        | Hartford Foundation Potable Water Grant - Expendit |  | \$225.00   |
|                              |     |        | Check #: 13385                                     |  |            |
|                              |     |        | PO/Invoice Total:                                  |  | \$50.00    |
|                              |     |        | Vendor Total:                                      |  | \$50.00    |
| <b>HAIN MATERIALS CORP.</b>  |     |        |  |  |            |
| Check Group:                 |     |        |  |  |            |
|                              | 1   | 0      | 168832   | 1005.043.4303.000000.57500.000000                  | \$160.00   |
|                              |     |        | 3/3/2023   | Road Repair - H.W.                                 |            |
|                              |     |        | Check #: 13386                                     |  |            |
|                              |     |        | PO/Invoice Total:                                  |  | \$225.00   |
|                              |     |        | Vendor Total:                                      |  | \$225.00   |
| <b>HOMESTEAD COMFORT</b>     |     |        |  |  |            |
| Check Group:                 |     |        |  |  |            |
|                              | 1   | 231291 | 541164   | 2863.080.8002.000000.54412.000000                  | \$5,179.00 |
|                              |     |        | 4/10/2023  | Hartford Foundation Potable Water Grant - Expendit |            |
|                              | 1   | 231291 | 541164.  | 2863.080.8002.000000.54412.000000                  | \$495.00   |
|                              |     |        | 4/12/2023  | Hartford Foundation Potable Water Grant - Expendit |            |
|                              |     |        | Check #: 13387                                     |  |            |
|                              |     |        | PO/Invoice Total:                                  |  | \$5,674.00 |
|                              |     |        | Vendor Total:                                      |  | \$5,674.00 |

**HOOPLA**

Check Group:



## Town of Bolton

### Voucher Detail Listing

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Voucher Batch Number: 1396

05/04/2023

| Vendor #                               | QTY | PO No. | Invoice<br>Invoice Date | Account   | Amount      |
|--|-----|--------|-------------------------|---|-------------|
| MONTHLY DOWNLOADS - MARCH 2023         |     |        |                         |   |             |
|  | 1   | 230177 | 503585578<br>3/31/2023  | 1005.045.4501.000000.56400.00000<br>Library Materials - Libr.   | \$562.77    |
|  |     |        |                         | Check #: 13388  |             |
|  |     |        |                         | PO/InvoiceTotal:  | \$562.77    |
|  |     |        |                         | Vendor Total:   | \$562.77    |
| Kahn Tractor & Equipment, Inc<br>B3892 |     |        |                         |   |             |
| Check Group:                           |     |        |                         |   |             |
|  | 1   | 231173 | ES41888<br>4/13/2023    | 2960.049.4901.000000.25746.00000<br>KUBOTA SSV75 SKID LOADER - RENTAL RETURN<br>W/RELATED ACCESSORIES<br>Other Liabilities - Skid Steer                 | \$60,000.00 |
|  |     |        |                         | Check #: 13389  |             |
|  |     |        |                         | PO/InvoiceTotal:  | \$60,000.00 |
| Check Group:                           |     |        |                         |   |             |
|  | 1   | 231220 | ES41835<br>3/30/2023    | 1005.043.4303.000000.57300.00000<br>SET OF RUBBER TRACKS TO FIT SKID STEER<br>Equipment - H.W.  | \$6,900.00  |
|  |     |        |                         | Check #: 13389  |             |
|  |     |        |                         | PO/InvoiceTotal:  | \$6,900.00  |
|  |     |        |                         | Vendor Total:   | \$66,900.00 |
| Laframboise Water Service Inc<br>B3773 |     |        |                         |   |             |
| Check Group:                           |     |        |                         |   |             |
|  | 1   | 230951 | 55241<br>4/20/2023      | 1005.043.4399.000000.54300.00000<br>CERTIFIED WELL OPERATOR SERVICES - NOTCH RD<br>WELL SYSTEM MAY 2023<br>Repair & Maint. Services - Town Build. Oper. | \$409.02    |
|  |     |        |                         | Check #: 13390  |             |
|  |     |        |                         | PO/InvoiceTotal:  | \$409.02    |
|  |     |        |                         | Vendor Total:   | \$409.02    |
| Lowes Business Account<br>T1158        |     |        |                         |   |             |
| Check Group:                           |     |        |                         |   |             |
|  | 1   | 0      | 17895<br>3/24/2023      | 1005.043.4399.000000.56100.00000<br>BRICKS FOR RST WALKWAY<br>Supplies - Town Building Oper.  | \$64.00     |

# Town of Bolton

## Voucher Detail Listing

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Voucher Batch Number: 1396

05/04/2023

| Vendor # | QTY | PO No. | Invoice Date        | Account   | Amount     |
|----------|-----|--------|---------------------|---|------------|
|          | 1   | 0      | 18237               | 1005.043.4399.000000.56100.00000<br>Supplies - Town Building Oper.    | \$72.87    |
|          | 1   | 0      | 27779               | 1005.043.4399.000000.56100.00000<br>Supplies - Town Building Oper.    | \$186.72   |
|          | 1   | 0      | 28344               | 1005.043.4399.000000.56100.00000<br>Supplies - Town Building Oper.    | \$20.11    |
|          | 1   | 0      | 28600               | 1005.043.4399.000000.56100.00000<br>Supplies - Town Building Oper.    | \$181.16   |
|          | 1   | 0      | 28716               | 1005.043.4399.000000.56100.00000<br>Supplies - Town Building Oper.    | \$114.14   |
|          | 1   | 0      | 4/12/2023           | 1005.043.4399.000000.56100.00000<br>Supplies - Town Building Oper.    | \$29.00    |
|          |     |        |                     | Check #: 13391  |            |
|          |     |        |                     | PO/Invoice Total:   | \$668.00   |
|          |     |        |                     | Vendor Total:   | \$668.00   |
|          | 1   | 230297 | QTR 4 PYMT FY 22/23 | 1005.044.4427.000000.55010.00000<br>Shared Services/MACC - Sen. Serv. | \$2,000.00 |
|          |     |        |                     | Check #: 13392  |            |
|          |     |        |                     | PO/Invoice Total:   | \$2,000.00 |
|          |     |        |                     | Vendor Total:   | \$2,000.00 |
|          | 1   | 0      | 508M NOV 2022       | 1005.041.4107.000000.53020.00000<br>Legal Services - Admin.           | \$2,340.00 |
|          |     |        |                     | Check #: 13393  |            |
|          |     |        |                     | PO/Invoice Total:   | \$2,340.00 |
|          |     |        |                     | Vendor Total:   | \$2,340.00 |

## Town of Bolton

### Voucher Detail Listing

Voucher Batch Number: 1396      05/04/2023

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

MONROE TRACTOR & IMPLEMENT CO, INC.

Check Group:

HYDRAULIC CYLINDER & PIN

1005.043.4303.000000.56100.000000      \$1,886.94  
Repair & Maintenance Supplies - H.W.

Check #: 13394

PO/Invoice Total: \$1,886.94

NATHAN L. JACOBSON & ASSOC, INC.

12272

Check Group:

1065-0008 20 BEVERLY RD - REVIEW

1 231308      P08637      1005.043.4303.000000.56100.000000      \$1,886.94  
1/25/2023      4/18/2023      Repair & Maintenance Supplies - H.W.

Check #: 13395

PO/Invoice Total: \$133.40

NORTHEAST GENERATOR COMPANY

T8189

Check Group:

WELL GENERATOR MAINTENANCE

1 231305      WO-0096130      1005.043.4399.000000.54300.000000      \$346.00  
4/4/2023      4/16/2023      Repair & Maint. Services - Town Build. Oper.

Check #: 13396

PO/Invoice Total: \$346.00

PATRICE L CARSON

Check Group:

CONSULTING SERVICES 4/10-4/16/23 - 16 HRS @ \$70.00 PER HR

1 231139      W/E 4/16/23      1005.041.4151.000000.53300.000000      \$1,120.00  
4/16/2023      Professional/ Tech Serv - Build. & Land Use

CONSULTING SERVICES 4/3-4/9/23 - 28 HRS @ \$70.00 PER HR

1 231139      W/E 4/9/23      1005.041.4151.000000.53300.000000      \$1,960.00  
4/16/2023      Professional/ Tech Serv - Build. & Land Use

Check #: 13397

PO/Invoice Total: \$3,080.00

## Town of Bolton

### Voucher Detail Listing

Voucher Batch Number: 1396      05/04/2023

Fiscal Year: 2022-2023

Vendor Remit Name Description

| Vendor #                       | QTY | PO No. | Invoice Invoice Date | Account                                      | Amount     |
|--------------------------------|-----|--------|----------------------|--|------------|
| PHOENIX ENVIRONMENTAL LAB INC. |     |        |                      |  |            |
| Check Group: T1250             |     |        |                      |  |            |
|                                | 1   | 0      | 1079894              | 1005.043.4399.000000.54300.00000             | \$146.00   |
|                                |     |        | 4/20/2023            | Repair & Maint. Services - Town Build. Oper. |            |
|                                | 1   | 0      | 1079897              | 1005.043.4399.000000.54300.00000             | \$146.00   |
|                                |     |        | 4/20/2023            | Repair & Maint. Services - Town Build. Oper. |            |
|                                |     |        |                      | Check #: 13398                               |            |
|                                |     |        |                      | PO/InvoiceTotal:                             | \$292.00   |
|                                |     |        |                      | Vendor Total:                                | \$292.00   |
| PROSHRED SECURITY              |     |        |                      |  |            |
| Check Group: T29926            |     |        |                      |  |            |
|                                | 1   | 231222 | 100145491            | 1005.084.8405.000000.54101.00000             | \$900.00   |
|                                |     |        | 6/3/2023             | Refuse Removal. - Ref. Serv.                 |            |
|                                |     |        |                      | Check #: 13399                               |            |
|                                |     |        |                      | PO/InvoiceTotal:                             | \$900.00   |
|                                |     |        |                      | Vendor Total:                                | \$900.00   |
| RECDESK LLC                    |     |        |                      |  |            |
| Check Group:                   |     |        |                      |  |            |
|                                | 1   | 0      | INV-13483            | 1005.041.4107.000000.53520.00000             | \$2,500.00 |
|                                |     |        | 4/6/2023             | Other Tech. Services - Admin.                |            |
|                                |     |        |                      | Check #: 13400                               |            |
|                                |     |        |                      | PO/InvoiceTotal:                             | \$2,500.00 |
|                                |     |        |                      | Vendor Total:                                | \$2,500.00 |
| REGIONAL RESTROOMS INC         |     |        |                      |  |            |
| Check Group:                   |     |        |                      |  |            |
|                                | 1   | 231307 | 53289                | 1005.043.4399.000000.54300.00000             | \$450.00   |
|                                |     |        | 10/19/2022           | Repair & Maint. Services - Town Build. Oper. |            |
|                                |     |        |                      | Check #: 13401                               |            |

# Town of Bolton

## Voucher Detail Listing

Fiscal Year: 2022-2023

Vendor Remit Name Description

Voucher Batch Number: 1396

05/04/2023

| Vendor #                               | QTY | PO No. | Invoice Date       | Account                            | Amount     |
|--|-----|--------|--------------------|------------------------------------|------------|
| T19220                                 |     |        |                    |                                    |            |
| SECURITY TECHNOLOGIES                  |     |        |                    |                                    |            |
| Check Group:                           |     |        |                    |                                    |            |
|  | 1   | 230836 | 800725             | 1005.043.4399.000000.54300.000000  | \$1,028.78 |
| REPAIR MOTION DETECTORS IN FINANCE     |     |        |                    |                                    |            |
| Check #: 13402                         |     |        |                    |                                    |            |
| PO/Invoice Total: \$1,028.78           |     |        |                    |                                    |            |
| Vendor Total: \$1,028.78               |     |        |                    |                                    |            |
| THE BOSTON GLOBE                       |     |        |                    |                                    |            |
| Check Group:                           |     |        |                    |                                    |            |
|  | 1   | 0      | RENEW THRU 5/20/23 | 1005.045.4501.0000000.56400.000000 | \$26.00    |
| NEWSPAPER SUBSCRIPTION THROUGH 5/20/23 |     |        |                    |                                    |            |
| Check #: 13403                         |     |        |                    |                                    |            |
| PO/Invoice Total: \$27.50              |     |        |                    |                                    |            |
| Vendor Total: \$27.50                  |     |        |                    |                                    |            |
|  | 1   | 0      | RENEW THRU 5/20/23 | 1005.045.4501.0000000.56400.000000 | \$1.50     |
| INVOICE PROCESSING FEE                 |     |        |                    |                                    |            |
| Check #: 13404                         |     |        |                    |                                    |            |
| PO/Invoice Total: \$924.20             |     |        |                    |                                    |            |
| Vendor Total: \$924.20                 |     |        |                    |                                    |            |
| TILCON CONNECTICUT INC.                |     |        |                    |                                    |            |
| Check Group:                           |     |        |                    |                                    |            |
|  | 1   | 230782 | 1821969            | 1005.043.4303.0000000.57500.000000 | \$924.20   |
| ASPHALT                                |     |        |                    |                                    |            |
| Check #: 13404                         |     |        |                    |                                    |            |
| PO/Invoice Total: \$924.20             |     |        |                    |                                    |            |
| Vendor Total: \$924.20                 |     |        |                    |                                    |            |
| TOWN OF WINDHAM FINANCE DEPT.          |     |        |                    |                                    |            |
| Check Group:                           |     |        |                    |                                    |            |

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1396      05/04/2023

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

| Vendor #  | QTY | PO No. | Invoice<br>Invoice Date              | Account  | Amount   |
|---|-----|--------|--------------------------------------|--|--|
| TOWN'S SHARE OF MID-NEROC EXPENSES<br>1/1-3/31/23 | 1   | 0      | MIDNEROC<br>1/1-3/31/23<br>4/18/2023 | 1005.084.8405.000000.55010.00000<br>Shared Services - Ref. Serv.<br>Check #: 13405             | \$401.29<br>PO/Invoice Total: \$401.29<br>Vendor Total: \$401.29 |
| TREASURER -- STATE OF CT<br>Check Group:          |     |        |                                      |  |  |
| TOWN HALL INTERNET JAN-MARCH 2023                 | 1   | 0      | CEN118233<br>4/26/2023               | 1005.043.4399.000000.55300.00000<br>Communications - Town Building Oper.                       | \$369.00   |
| BML INTERNET JAN-MARCH 2023                       | 1   | 0      | CEN190233<br>4/26/2023               | 1005.043.4399.000000.55300.00000<br>Communications - Town Building Oper.<br>Check #: 13406     | \$369.00<br>PO/Invoice Total: \$738.00<br>Vendor Total: \$738.00 |
| UR COMMUNITY CARES, INC.<br>Check Group:          |     |        |                                      |  |  |
| 4TH QUARTER CONTRIBUTION APRIL-JUNE 2023          | 1   | 230394 | APRIL-JUNE<br>2023<br>4/14/2023      | 1005.044.4427.000000.53400.00000<br>Other Professional Services - Sen. Serv.<br>Check #: 13407 | \$500.00<br>PO/Invoice Total: \$500.00<br>Vendor Total: \$500.00 |
| VERIZON WIRELESS<br>Check Group:                  |     |        |                                      |  |  |
| FD CELL PHONE 4/7-5/6/23                          | 1   | 0      | 9931827707<br>4/6/2023               | 1005.042.4203.000000.55300.00000<br>Communications - Fire Comm.<br>Check #: 13408              | \$115.54<br>PO/Invoice Total: \$115.54<br>Vendor Total: \$115.54 |
| VILLAGE SPRING DISTRIBUTOR LLC<br>T1169           |     |        |                                      |  |  |

## Town of Bolton

### Voucher Detail Listing

Voucher Batch Number: 1396      05/04/2023

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

| Vendor #                    | QTY | PO No. | Invoice<br>Invoice Date              | Account  | Amount                       |
|-----------------------------|-----|--------|--------------------------------------|--|------------------------------|
| Check Group:                |     |        |                                      |  |                              |
|                             | 1   | 0      | 162250 - TOWN<br>HALL<br>4/20/2023   | 1005.043.4399.000000.56100.000000<br>Supplies - Town Building Oper.    | \$52.65                      |
|                             | 1   | 0      | 162251 -<br>LIBRARY<br>4/20/2023     | 1005.045.4501.000000.56120.000000<br>Office Oper. Supplies - Libr.     | \$24.85                      |
|                             | 1   | 0      | 162252 -<br>BLDG&GROUND<br>4/20/2023 | 1005.043.4399.000000.56100.000000<br>Supplies - Town Building Oper.    | \$31.80                      |
|                             | 1   | 0      | 162253 - TWN<br>GARAGE<br>4/20/2023  | 1005.043.4303.000000.56010.000000<br>Supplies - H. W.                  | \$17.90                      |
|                             | 1   | 0      | 162255 -<br>FINANCE DEP<br>4/20/2023 | 1005.043.4399.000000.56100.000000<br>Supplies - Town Building Oper.    | \$17.90                      |
| Check #: 13409              |     |        |                                      |  |                              |
| VISION GOVERNMENT SOLUTIONS |     |        |                                      |  | PO/Invoice Total: \$145.10   |
| Check Group: T40566         |     |        |                                      |  |                              |
|                             | 1   | 0      | IN011079<br>4/4/2023                 | 2960.049.4901.000000.25740.000000<br>Other Liabilities - Re-Evaluation | \$1,720.22                   |
| Check #: 13410              |     |        |                                      |  |                              |
| WINDHAM MATERIALS, LLC      |     |        |                                      |  | PO/Invoice Total: \$1,720.22 |
| Check Group: T40529         |     |        |                                      |  |                              |
|                             | 1   | 0      | 202663<br>3/31/2023                  | 1005.043.4303.000000.57500.000000<br>Road Repair - H.W.                | \$114.53                     |
| Check #: 13411              |     |        |                                      |  |                              |
| WASTE ASPHALT               |     |        |                                      |  | PO/Invoice Total: \$114.53   |
| Vendor Total: \$1,720.22    |     |        |                                      |  |                              |

**Town of Bolton**

**Voucher Detail Listing**

Fiscal Year: 2022-2023

Vendor Remit Name Description

WINZER CORPORATION

Voucher Batch Number: 1396

05/04/2023

| Vendor #                        | QTY | PO No. | Invoice Invoice Date | Account                               | Amount       |
|---------------------------------|-----|--------|----------------------|---------------------------------------|--------------|
| T3657                           |     |        |                      |                                       |              |
| Check Group: HARDWARE FOR SHOP  |     |        |                      |                                       |              |
|                                 | 1   | 0      | 961408               | 1005.043.4303.000000.56100.00000      | \$39.40      |
|                                 |     |        | 4/5/2023             | Repair & Maintenance Supplies - H.W.  |              |
|                                 |     |        |                      | Check #: 13412                        |              |
|                                 |     |        |                      | PO/Invoice Total:                     | \$39.40      |
|                                 |     |        |                      | Vendor Total:                         | \$39.40      |
| Check Group: XEN'S CRITTERS LLC |     |        |                      |                                       |              |
|                                 |     |        |                      |                                       |              |
|                                 | 1   | 0      | 050823               | 1005.045.4501.000000.53400.00000      | \$150.00     |
|                                 |     |        | 4/13/2023            | Other Professional Services - Librar. |              |
|                                 |     |        |                      | Check #: 13413                        |              |
|                                 |     |        |                      | PO/Invoice Total:                     | \$150.00     |
|                                 |     |        |                      | Vendor Total:                         | \$150.00     |
|                                 |     |        |                      | Grand Total:                          | \$118,743.74 |

End of Report



4/28/23

## Highlights for May Meeting

### From Town Administrator

- Meeting with Wilscot to finalize floor plan and funding for temp building
- Received bid to energize temporary building
- Received bid for water and sewer connections to temp building
- Reviewing applications for Highway position and will schedule some interviews
- Scheduling paving of Shoddy Mill Road
- Novus is continuing work on cybersecurity and we have renewed our Cyber Policy.
- Had a meeting with a staff member from Senator Murphys Office
- The program coordinators position has been filled as has an additional van driver
- Attended the Emergency management Symposium with Kathy
- Diversity training dates are ongoing
- Bike Walk Bolton changed their event to ride on trails
- Sent out renewal letters for B&G summer staff
- Attended CRCOG Policy Board Meeting
- Held the public informational session on Heritage Farm Trail
- Held interviews for a UCONN intern for next year, we have an early match
- Special Town meeting was held on April 18<sup>th</sup>
- BLRWPCA was on April 26<sup>th</sup>
- Public hearing on Budget April 25th
- We on boarded our new Chief Building Official
- Met with Eversource regarding emergency management and tree cutting
- Arranged to store 60 tons of salt at the Andover Public Works Garage
- Updated alcohol insurance policy and other liability through CIRMA

Respectfully Submitted, James Rupert