

**BOLTON BOARD OF SELECTMEN  
REGULAR MEETING  
7:00 PM, TUESDAY, JULY 11, 2023  
NOTCH ROAD MUNICIPAL CENTER, ROOM A  
In-Person and Virtual (Hybrid Format)**

**MINUTES**

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

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

**Board of Selectmen Member Absent:** Deputy First Selectman Robert Morra

**Staff Present In-Person:** Town Administrator James Rupert, Executive Assistant Kathy McCavanagh

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

**Others Present Via Zoom:** Nick Lavigne (Community Voice Channel), Amanda Gordon, Jamie Freeman

**Others Present In-Person:** Resident State Trooper Brian Contenta, Bruce Hall, Cliff Massey, Jim Loersch, Dorothy Hall, Bob Neil, Betsey Sheehan, Michael Sheehan, Bill Rady, Carol Rady, Bill Freeman, Jason Norris, Trish Brudz, Elizabeth Thornton, Darlene Wolliston, Harold Wolliston, Rodney Fournier

**1. Call to Order:** P. Sawyer called the meeting to order at 7:02 p.m. The Pledge of Allegiance was recited.

**2. Public Comment:** Jim Loersch of Brookfield Road expressed his concern with the condition of the Town Hall and this is not being addressed by the Town. He said the town should initiate a project to tear down the old school at the site of the current Notch Municipal Center and build a new town hall. He noted all the amenities are already there.

**3. Public Comment to Discuss Removal of Stop Signs at the Hebron and Webster Intersection:**

P. Sawyer noted correspondence was received from Jamie and Bill Freeman, Carol and Bill Rady and Michael and Betsey Sheehan dated June 20, 2023 favoring removal of the stops signs and correspondence was received from Jenny Norris dated July 5, 2023, Peyton LaPorte dated July 6, 2023, Devin Beauregard and Rachel Harrison dated July 7, 2023 and Robert Galle´ dated July 7, 2023 favoring keeping the stop signs.

The content of these correspondence may be found on the Board of Selectmen’s page on the Town’s website.

Harold Wolliston of 7 Daria Drive commented that he and his wife moved to Bolton five years ago for the scenery and tranquility. He said they have been affected by the additional noise at the intersection from motor vehicles, motorcycles and larger trucks. He has noticed acceleration noise during the day since the signs were installed. He said they want to be part of the solution to come up with a compromise and suggested, in lieu of the stop signs, having digital signage.

Darlene Wolliston of 7 Daria Drive agreed there should be some compromise for safety and reducing the noise level of the vehicles.

Jason Norris of 34 Castlerock Lane said he moved to Bolton sixteen years ago. He commented he appreciates all the perspectives on the stop signs, both for removal and keeping them in place. He stated he is here to support keeping the stop signs in place, particularly the stop sign on the northbound lane on Hebron Road. His reasons are that Hebron Road curves sharply to the right and it is difficult to see far down (only about 60 yards as he measured) from the stop sign on Webster. He said it would be difficult for the town to cut down more trees and to create a better sightline down to the right with the way the road curves. He said the only way to control the speed of the cars coming through from Hebron into Bolton is to have that stop sign and advocates leaving the stop signs in place.

Cliff Massey of 235 Hebron Road said he has lived in town for over seventy years on Hebron Road and also hears the loud vehicle noise coming away from the stop signs at the intersection. He agrees the stop sign at the northbound lane is a benefit to the people coming out of Webster Lane. He said he does not see a lot of need for the other two stop signs. There is a good line of sight in both directions coming out of School Road and a great line of sight on Loomis Road.

Bruce Hall of 13 Webster Lane said he has lived there almost forty years. He said he supports keeping the stop sign coming out of Webster Lane and concurs with the loud traffic noise.

Jamie Freeman of 3 Daria Drive said stop signs are not for speed control by state statute and would recommend digital monitors to solve that issue. Her concern is that the stop sign at Webster creates apprehension which increases the risk of an accident from someone pulling out of Webster Lane.

Bill Freeman of 3 Daria Lane shared two videos showing a law enforcement vehicle going through the stop sign and two vehicles at the stop sign with the screeching of brakes.

Carol Rady of 282 Hebron Road said she counted 100 cars going through the intersection and observed that almost all of the people coming from Webster Lane almost always stopped to check the right-hand side. Her findings showed unpredictability of whether vehicles would stop or slow down coming through the intersection, with many rolling through. She said she observed sixty people travelling straight through the intersection north or southbound with many slowing to a medium roll or barely slowing and only four stopping. She said the noise can be really obnoxious.

Bill Rady of 282 Hebron Road said the stop signs are right in front of his house and that nobody ever stops at the right hand turn out of Webster Lane. His observation is that the stop sign going northbound is rarely observed.

Resident State Trooper (RST) Brian Contenta said he works the day shift in Bolton. He explained, after this issue with the stop sign on Webster Lane was brought to his attention about 6 weeks ago, he and his partner went there and observed traffic for ten to fifteen minutes during morning traffic and afternoon traffic. Their observations were that about 50% came to a complete stop and 50% rolled through at about 5 mph. He acknowledged that their observations were different from the observations of the residents in the area who see it every

day. RST Contenta said computer records show, within the past ten years, there has been one minor motor vehicle accident in September 2013 at the intersection of Webster Lane and Hebron Road. He noted over the past 13 years there have been horrible accidents with serious injury at School and Loomis Roads. He noted he does about 100 hours per week and since the stops signs were put up at School Road and Loomis Road, he has not been to one accident at those locations.

**4. Discuss and Possibly Act on Removal of Stop Signs at the Hebron and Webster Intersection:**

P. Sawyer asked the board to table discussion to next meeting where all members are present.

A. Teller MOVED the Board of Selectmen table discussion and action on the removal of stop signs at the Hebron and Webster Intersection to the next meeting and request the Town Engineer review this intersection and offer any alternatives for the stop signs controlling the north and southbound local traffic.

A. Teller modified his motion as follows:

I MOVE that the Board of Selectmen table discussion and action on the removal of stop signs at the Hebron and Webster Intersection to the next meeting and request someone with traffic experience review this intersection and offer any alternatives for the stop signs controlling the north and southbound local traffic. M. Eremita SECONDED. MOTION CARRIED 4:0:0.

P. Sawyer asked for and received board consent to move item 9.a.1 up on the agenda at this time.

**5. Approval of Minutes:**

**5.a June 6, 2023 –Regular Meeting:** The June 6, 2023 regular meeting minutes were amended as follows:

First Selectmen’s Report: P. Sawyer reported on correspondence from the Department of Transportation regarding a notice of hearing on Route 6 at 255 Hop River Road on June 21<sup>st</sup> at 10:00 a.m. Halo Transportation, pursuant to Section 13.b-103 and 4-177 through 182 of the CT General Statutes, is seeking to operate three motor vehicles having a passenger seating capacity of less than eleven adults in general livery service between all points in Connecticut from a headquarters in Bolton.

P. Sawyer reported on information from FEMA, Department of Homeland Security that the Effective Flood Insurance Rate Maps for Tolland County have been updated and the community has been invited to review the works maps on June 20<sup>th</sup> at a virtual meeting at 9:00 a.m.

Adam Teller MOVED to approve the June 6, 2023 regular meeting minutes as amended. M. Eremita SECONDED. MOTION CARRIED 4:0:0.

**5.b June 20, 2023 – Special A/P Meeting:**

A. Teller MOVED to approve the June 20, 2023 special meeting minutes as presented. M. Eremita SECONDED. MOTION CARRIED 3:0:1 with M. Eremita abstaining.

**5.c July 5, 2023 – Special A/P Meeting:**

R. DePietro MOVED to approve the July 5, 2023 special meeting minutes as presented. M. Eremita SECONDED. MOTION CARRIED 3:0:1 with A. Teller abstaining.

**6. Appointments:**

**6.a Michael McDonnell – Alternate to Inland Wetlands Commission**

R. DePietro MOVED that the Board of Selectmen appoint Michael McDonnell as an Alternate to the Inland Wetlands Commission for the term July 1, 2023 to July 1, 2024. M. Eremita SECONDED. MOTION CARRIED 4:0:0.

**6.b Ross Lally– Re-appointment to the Inland Wetlands Commission:**

M. Eremita MOVED that the Board of Selectmen re-appoint Ross Lally as a Regular member to the Inland Wetlands Commission. R. DePietro SECONDED. MOTION CARRIED 4:0:0.

**7. New Business**

**7.a Consider and Act on Insurance Fund:**

J. Rupert explained there is an insurance fund of approximately \$173,000 that has been collected from town and Board of Education employees during the time when the town was self-insured for vision and dental insurance. He said the fund was discussed at a recent Personnel sub-committee meeting and members in attendance agreed these funds should stay intact until such a time when there has been a decision that the town will continue to stay with the State healthcare plan. The town is only in the second year of that plan. He said, if the town went back to a self-funded plan, there would be seed money to start if the money was left intact. He said there is an ordinance that the Board of Selectmen are in control of this fund and if they decided to dissolve this fund, the money would go into the general fund.

M. Eremita MOVED the Board of Selectmen to leave the insurance fund intact. A. Teller SECONDED. During discussion, members expressed concern that this money has not been invested in a fund like a CD with a higher interest return.

MOTION CARRIED 4:0:0.

M. Eremita MOVED the Board of Selectmen have the Finance Director and, if necessary, the Town's financial advisor to come before a special sub-committee meeting of the Board of Selectmen to explain where and how the town's money is invested and what monies are invested. A. Teller SECONDED. MOTION CARRIED 4:0:0.

**7.b Consider and Act on Opioid Grant – Pam Phillips**

J. Rupert explained Pam Phillips presented him with a completed application for a \$5,000 opioid grant to help combat opioid abuse in the town of Bolton. There are no matching funds required. Although the deadline for application has passed, there is a chance that the application period will be held open until this meeting. J. Rupert said this is P. Phillips' area of expertise and she would help the town find ways and opportunities to use this money to benefit the Bolton community within the grant guidelines through education and prevention.

A. Teller MOVED the Board of Selectmen authorize the town administrator to sign a grant application for an opioid grant. R. DePietro SECONDED. MOTION CARRIED 4:0:0.



**7.c Consider and Act on Pay Increase for Non-Union Employees:**

M. Eremita MOVED the Board of Selectmen approve pay increases for the positions in the Fire Department, Building and Grounds Department and the Recreation Department as presented and listed below. A. Teller SECONDED. MOTION CARRIED 3:0:1 with M. Eremita abstaining.

|                                   |  |
|-----------------------------------|--|
| Fire Chief                        | \$15,205.89  |
| Deputy Chief                      | \$9,078.42   |
| Assistant Chief                   | \$6,607.45   |
| Captain                           | \$3,181.67   |
| Secretary                         | \$21.61 per hour   |
| Camp Director                     | \$17.00 per hour   |
| Head Camp Counselor               | \$16.00 per hour   |
| Camp Counselor I                  | \$15.00 per hour   |
| Camp Counselor II                 | \$15.25 per hour   |
| Head Lifeguard                    | \$18.00 per hour   |
| Lifeguard                         | \$16.00 per hour   |
| Lifeguard II                      | \$16.25 per hour   |
| School Year Counselor             | \$15.00 per hour   |
| Basketball Coordinator            | \$17.00 per hour   |
| Lead Summer maintainer            | \$20.25 per hour   |
| Summer Maintainer with experience | \$16.00 per hour (please check with supervisor to see who is in this category) |
| Summer Maintainer                 | \$15.00 per hour   |
| Ticket Taker                      | \$15.00 per hour   |

M. Eremita MOVED that the raises take effect retroactively to July 1, 2023. A. Teller SECONDED. MOTON CARRIED 4:0:0.

M. Eremita MOVED the Board of Selectmen approve a 2.75% pay increase to the non-union employees listed below, the same as was given to union people who negotiated the last raise. R. DePietro SECONDED.

Board of Selectmen  
Board of Assessment Appeals  
Registrars  
Deputy Registrars  
Moderator  
Election workers  
Van drivers  
Deputy Fire Marshal  
Snowplow driver  
Snowplow driver CDL  
Library substitutes  
Library pages  
Executive Assistant to Town Administrator  
Administrative Assistant to Town Administrator  
Recreation Director  
Town Clerk

Tax Collector  
Chief Financial Officer  
Building Official

A. Teller asked that the question be divided so the Board of Selectmen's pay increase be voted on separately from the other non-union positions.

M. Eremita amended his prior motion and MOVED the Board of Selectmen approve a 2.75% pay increase to the non-union employees listed below, the same as was given to union people who negotiated the last raise. R. DePietro SECONDED the amended motion.

Board of Assessment Appeals  
Registrars  
Deputy Registrars  
Moderator  
Election workers  
Van drivers  
Deputy Fire Marshal  
Snowplow driver  
Snowplow driver CDL  
Library substitutes  
Library pages  
Executive Assistant to Town Administrator  
Administrative Assistant to Town Administrator  
Recreation Director  
Town Clerk  
Tax Collector  
Chief Financial Officer  
Building Official

MOTION CARRIED 4:0:0.

M. Eremita MOVED the Board of Selectmen's pay be raised the same as the other non-union employees at 2.75%. There was no second.

M. Eremita MOVED the Board of Selectmen's pay be raised 2.75% beginning January 1, 2024 when the new board is already seated. A. Teller SECONDED. MOTION CARRIED 4:0:0.

**7.d Consider and Act on Kayak Rental Agreement for INP:**

The members reviewed and discussed the kayak rental agreement.

A. Teller MOVED the Board of Selectmen approve the Kayak Rental Agreement for INP with the addition that the participant must be over 18 years old to rent a kayak. M. Eremita SECONDED. MOTION CARRIED 4:0:0.

**8. Ongoing Business:**

**9. Reports and Updates:**  
**9.a Properties and Facilities Report:**  
**9.a.1 Library Patio:**

J. Rupert reported he visited the site with the Town Engineer, Director of Building and Grounds, and Highway Foreman. The existing site plans of the library and septic system were looked at. Although the library would prefer to have the patio at the front of the building, based on the location of the septic system, the patio will have to go to the rear of the building. This would also help make a connection to the Connectivity Trail at the rear of the building.

Library Director Elizabeth Thornton thanked the Town Administrator for his due diligence investigating the possible location for the proposed patio and the BOS for their support to make this happen. She said they are excited about the project and believes it will be a wonderful plus for the town. She thanked Trish Brudz for her work in getting the grant from the Hartford Foundation for the project.

Library Assistant Trish Brudz said the library staff is really excited to take the additional space to make more opportunities for the community to use it as part of library programming as well as when the library is closed.

**9.a.2 8-24 Referrals:**

J. Rupert reported on the two following 8-24 referrals going before the Planning and Zoning Commission tomorrow night:

- Erect temporary office structure in front of Notch Road Municipal Center (104 Notch Road) for relocation of Town Hall Office Space
- Construct an outdoor patio at the Bentley Memorial Library Property (206 Bolton Center Road)

**9.b Cyber Upgrades:**

J. Rupert reported town has migrated from the bolton.org domain to the bolton.gov domain and cyber upgrades are well underway. He said the staff is pleased with the change in service.

**9.c FY 24 Budget Report:**

M. Eremita MOVED that the Board of Selectmen accept the budget report as presented. A. Teller SECONDED. MOTION CARRIED 4:0:0.

**9.d Budget Transfers:**

R. DePietro MOVED that the Board of Selectmen approve the transfer of \$7,500 in the Highway Department budget from category Repair and Maintenance Services to Road Repairs and the transfer of \$850 in the Highway Department budget from category Repair and Maintenance Services to Repair and Maintenance Supplies. M. Eremita SECONDED. MOTION CARRIED 4:0:0.

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

M. Eremita MOVED that the Board of Selectmen accept the A/P report as presented. R. DePietro SECONDED. MOTION CARRIED 4:0:0.

**10. First Selectman's Report:** P. Sawyer reported on a road closure on July 1, 2023 due to unidentified truck clipping and breaking a telephone pole which took a great deal of time to remediate a PCP and mineral oil spill from the transformer onto a neighboring property. She reported on the diesel spill on Route 6. She said she had four meetings with DOT on a major plan for resurfacing seventeen bridges in Manchester and two bridges resurfacing on 384 in Bolton and has asked the DOT to look into painting the girders under the bridges.

**11. Administrative Officer's Report**

**10.a Monthly Report:**

J. Rupert reported the town is looking into how much it will take to get recertification of staff on SustainableCT and whether it has value of staff's time. He explained it demonstrates the town is using sustainable practices as a town in the things that it does. He said the town achieved bronze level when the certification was initiated under the previous administration. He noted one thing the town has to work on if it pursues recertification is a diversity statement. He said when the Diversity Commission concluded their work, they had a suggested statement that the BOS should consider and the BOS said they would take that up at a future date.

J. Rupert said he is looking for guidance for the board if they would like the town to pursue tis recertification and, if so, is a diversity statement something the board thinks can be put together working off the model presented by the Diversity Commission.

The members concurred SustainableCT recertification is something the town should pursue.

A. Teller MOVED that the Board of Selectmen direct the Town Administrator to pursue recertification of the town as a SustainableCT community and that include examination and completion of a diversity statement. R. DePietro SECONDED. MOTION CARRIED 4:0:0.

J. Rupert reported the STEAP grant application process has opened up with an August 9<sup>th</sup> is due date. He discussed some options for using the grant money to open up and upgrade the meeting space at the Notch Center Municipal building to create a larger meeting space and polling place or to move forward some of the vision of the folks at Heritage Farm. He said he will come back to the board with suggestions for projects for the grant.

Other highlights of the Town Administrator's report included:

- The town had a successful shred day
- Work on the Connectivity Trail has started
- Summer staff is on board
- The care of the town cemeteries by town staff in the Buildings and Grounds Department has generated may positive comments
- J. Rupert received the Clifton Clark award for years of service and significant contributions to building safety in the State of Connecticut
- J. Rupert served as a panelist at the CMA conference to discuss sustainable hiring and employment practices
- J. Rupert attended CRCOG annual meeting
- All insurance renewals have been completed

- J. Rupert was appointed as a member of the Central CT Solid Waste Authority
- Working on the next EMPG grant which helps pay for the town's Emergency Management Director
- Met with Eversource twice over the past month. The Town's new Emergency Management Director learned to use their online system. She has completed all her FEMA classes in order to fulfill her role

**10.b Other:** J. Rupert reported the town has been working on a situation where there has been an application for a driveway to extend over a right-of-way on a town road. The application was denied once based on the advice of the town attorney. J. Rupert explained, typically driveway permits are approved at the staff level by the Highway Foreman with input from the town engineer when necessary. The highway foreman was part of the beginning of the discussion but left before the discussion concluded. A new highway foreman had not yet been hired, so, as the interim highway foreman, J. Rupert said he made the decision, based on advice from the town attorney, to deny the original application. The same application has been re-applied for and the legal opinion from the town attorney is that the town should continue on the same path and not approve the request. J. Rupert said he was looking for guidance from the board as to how to proceed and wanted the board to be aware that the decision could be appealed and there could be litigation.

A. Teller responded that staff, with the expertise and advice of the town attorney, makes the decision. He said it is a technical decision, not a management decision. If, and when, it is appealed, that is a point when it is appropriate for the town to direct the strategy or determination of whether to fight that appeal. The board members concurred with A. Teller's statements.

Consensus of the members was to hold the next A/P meeting on Tuesday, July 25, 2023 at 9:00 a.m.

- 11. Adjournment:** R. DePietro MOVED to adjourn the meeting at 9:30 p.m. A. Teller SECONDED. MOTION CARRIED 4:0:0.

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 A/P MEETING  
TUESDAY, JULY 25, 2023 – 9:00 a.m.  
MINUTES**

The Board of Selectmen held a Special A/P Meeting on Tuesday, July 25, 2023 with First Selectman Pam Sawyer presiding. Also, in attendance were selectmen: Bob DePietro, Adam Teller and Robert Morra. Missing was selectman Mike Eremita.

**1. Call to Order.**

P. Sawyer called the meeting to order at 9:01 a.m.

**2. Consider and Act on A/P.**

**Motion:** Robert Morra moved the Board of Selectmen approve the A/P report as presented.

1<sup>st</sup>: R. Morra                      2<sup>nd</sup>: A. Teller

Vote:

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

No: None

Abstain: None

Missing: M. Eremita

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

None.

**4. Consider and Act on Corrected Library Page and Substitute Wage Increases.**

**Motion:** A. Teller moved the Board of Selectmen approve the adjusted wage increases for the Library Page to \$15.50 and Library Substitute to \$15.00.

1<sup>st</sup>: A. Teller                      2<sup>nd</sup>: B. DePietro

Vote:

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

No: None

Abstain: None

Missing: M. Eremita

**5. Consider and Act Wage Increases for Senior Center Secretary and Program Coordinator/Administrative Assistant.**

**Motion:** A. Teller moved the Board of Selectmen approve the 2.75% wage increases for the Senior Center Secretary and the Senior Center Program Coordinator/Administrative Assistant retroactive to July 1, 2023.

1st: A. Teller                      2nd: R. Morra

Vote:

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

No: None

Abstain: None

Missing: M. Eremita

#### **6. Consider and Act on STEAP Grant.**

- There is no cost share requirement for this grant but if you do allow for some sort of cost share it improves your chances of being funded.
- Grant is for \$500,000.
- Application is due August 18, 2023.
- J. Rupert thinks we should do some in-kind services to make a so-called match for the grant.
- Two projects on the board:
  - i. Herrick Park – reconfigure and expand the fields and fix the drainage issue. There are already some funds set aside in the capital budget for this project and the project is shovel ready.
  - ii. Restrooms at Bolton Heritage Farm – this project is not ready to go, no designs have been done yet. Consensus from the attending board was to push this off until next year’s STEAP grant application.

**Motion:** R. Morra moved the Board of Selectmen apply for the STEAP grant for the upgrade and expansion at Herrick Park.

1st: R. Morra                      2nd: B. DePietro

Vote:

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

No: None

Abstain: None

Missing: M. Eremita

#### **7. Discussion on Brush Truck.**

**Motion:** R. Morra moved the Board of Selectmen re-advertise the brush truck on the town’s website with a reserve of \$5,000.

1st: R. Morra                      2nd: B. DePietro



Vote:

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

No: None

Abstain: None

Missing: M. Eremita

**8. Appointments:**

- a. David Lynn – Inland Wetlands from Alternate to Full Member.
- b. Matthew Rivers – Conservation from Alternate to Full Member.

**Motion:** A. Teller moved the Board of Selectmen approve David Lynn move from an alternate member on the Inland Wetlands Commission to a full member.

1st: A. Teller

2nd: R. Morra

Vote:

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

No: None

Abstain: None

Missing: M. Eremita

**Motion:** R. Morra moved the Board of Selectmen approve Matthew Rivers move from an alternate member on the Conservation Commission to a full member.

1st: R. Morra

2nd: A. Teller

Vote:

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

No: None

Abstain: None

Missing: M. Eremita

**9. Adjourn.**

P. Sawyer adjourned the meeting at 9:32 a.m.

Respectfully submitted,

Kathy McCavanagh

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



## Bolton Republican Town Committee

4 Hanover Farms Road  
Bolton, CT 06043  
(860) 533-0224  
Brtcchairmanct@gmail.com

Ha.

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July 12, 2023

### Meeting of the Bolton Republican Vacancy Committee

Bolton Board Selectmen  
Town of Bolton  
222 Bolton Center Rd  
Bolton Ct 06043

Att

CC Town Clerk Elizabeth Waters  
CC Jim Rupert Town Administrator

The Bolton Republican party vacancy Committee has endorsed Thomas Lyon of 31 Lucks Way, to replace vacated seat on the Zoning Board of Appeals Alternate. Vacated by Josh Machnik spot, term thru 2023.

Rodney Fournier  
BRTC Chairman

CC: Town Clerk Elizabeth Waters  
CC: Jim Rupert Town Administrator

AUTHORIZING RESOLUTION OF THE

5a

**Bolton Board of Selectmen**

CERTIFICATION:

I, Elizabeth Waters, the Town Clerk of the Town of Bolton, do hereby certify that the following is a true and correct copy of a resolution adopted by Bolton Board of Selectmen at its duly called and held meeting on August 8, 2023 at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the Town of Bolton may enter into with and deliver to the **State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security** any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Pamela Z. Sawyer, as First Selectman of the Town of Bolton, is authorized and directed to execute and deliver any and all documents on behalf of the Bolton Board of Selectmen and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that Pamela Z. Sawyer now holds the office of First Selectman and that she has held that office since November 15, 2021.

IN WITNESS WHEREOF: The undersigned has executed this certificate this 9th day of August 2023

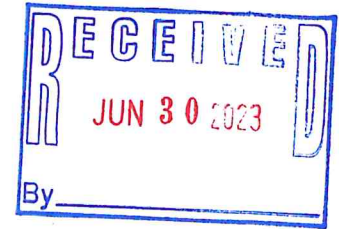
Elizabeth C. Waters

Town Clerk

PLACE  
SEAL HERE  
(or "L.S." if  
no seal)



56



**STATE OF CONNECTICUT**  
**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION**  
**LEGAL AFFAIRS UNIT**

June 20, 2023

Pam Sawyer, First Selectman  
Town Office Building  
222 Bolton Center Road  
Bolton, CT 06043

Dear First Selectman Sawyer:

Enclosed, please find a proposed renewal of the Resident Trooper Contract for the period of July 1, 2023 through June 30, 2025.

Please review the enclosed contract, including the proposed Resident Trooper allocation, execute where indicated, and return to this office.

We look forward to our continued working partnership.

Sincerely,

A handwritten signature in blue ink, appearing to be "Kate Ayers", with a long horizontal flourish extending to the right.

Kate Ayers, Staff Attorney  
Department of Emergency Services and Public Protection

Enclosure

**CONTRACT BETWEEN THE STATE OF CONNECTICUT DEPARTMENT OF  
EMERGENCY SERVICES AND PUBLIC PROTECTION, DIVISION OF STATE  
POLICE AND THE**

**TOWN OF:** Bolton

**TOWN ADDRESS:** 222 Bolton Center Road  
Bolton, CT 06043

**FOR THE SERVICES OF RESIDENT STATE POLICE TROOPERS**

**TOWN FEIN#:** 06-6002583 **AGREEMENT NUMBER:** 2000/279

**CONTRACT PERIOD: July 1, 2023 to June 30, 2025**

In consideration of Bolton (the "Town"), acting through its Chief Executive Officer (the "Town CEO"), duly authorized, paying all costs pursuant to Connecticut General Statutes Section 29-5, as may be amended, and other good and valuable consideration, the Department of Emergency Services and Public Protection ("DESPP"), Division of State Police (the "State Police"), acting through its Commissioner, duly authorized, hereby agrees to provide the Town with the services of two (2) Resident State Police Trooper(s) during the above-referenced contract period.

This Contract is subject to the following additional terms and conditions:

**I. Law Enforcement Operations and Activities**

**A. Authority Over Police Operations.**

The Town hereby delegates to the State Police complete and exclusive authority to supervise and direct the law enforcement operations of: (1) appointed constables and (2) police officers (collectively "Town Officers") in the Town as set forth below.

1. Except for terms and conditions that conflict with the Town's obligations under the Connecticut Municipal Employee Relations Act (the "MERA") and/or are contained within any collective bargaining agreement between the Town and the Town Officers' collective bargaining representative, all Town Officers shall be subject to applicable provisions of the current Resident State Trooper Program Administration and Operations Manual of the Department of Emergency Services and Public Protection (the "Manual"), and to all applicable sections of the Connecticut General Statutes. Town Officers shall ensure that all Town police personnel are in compliance with any amendments to the Manual, which may be accessed through the Power DMS system.
2. The Town shall promptly advise the State Police in writing of any terms and conditions of the current Manual which the Town reasonably believes conflict with any provision of the MERA or any collective bargaining agreement between the Town and the Town Officers' collective bargaining representative, and shall provide a copy of any such agreement to the State Police.

3. During collective bargaining, the Town shall attempt to negotiate terms and conditions consistent with the performance standards and other provisions of the Manual.
4. The Town and its managers shall be responsible for ensuring that all Town Officers and personnel adhere to all applicable state and federal laws, including but not limited to the provisions set forth in the July 2020 Act Concerning Police Accountability (Public Acts, Spec. Sess., July, 2020, No 20-1) (“the Act”). Further, the Town shall be solely responsible for ensuring that Town police departments satisfy the Connecticut Police Officer Standards and Training Council’s Tiered Accreditation program, codified in Conn. Gen. Stat. § 7-294ee.

**B. Patrol Activities and Assignments**

The Resident State Police Supervisor or Trooper, as applicable, assigned to each Town shall be solely responsible for making all patrol and special activity assignments for Town Officers, including the law enforcement duties to be performed, taking into consideration: the needs of the Town after consultation with the Town CEO; all applicable state and federal laws, rules, and regulations; sound police practices; any rights of the Town Officers as specified in any collective bargaining agreement between the Town and Town Officers’ collective bargaining representative; and the Town’s obligations under the MERA.

**C. Grant Funding**

Prior to submission, the Town shall confer with the relevant Troop Commander regarding anticipated grant applications related to law enforcement activities including as examples DOT enforcement initiatives, equipment, or technology. The DESPP Grant Unit is available as a resource to assist the Town with the application process. It is understood that the Town, and not a Trooper, shall be the sole signatory on grant applications. Additionally, the Town shall be responsible for compliance with all grant terms and conditions and shall administer said grant funds in accordance with any grant approval. Any law enforcement technology or equipment purchases resulting from grant approvals shall be compatible with DESPP State Police systems and subject to DESPP official policies in accordance with the technology interoperability identified in Section I, paragraph E below.

**D. Investigative Methods**

The use of investigative methods, including but not limited to the conduct of all criminal investigations, application for and execution of all arrest and search warrants, use of force, vehicular pursuits, related activities, and reporting procedures in the Town shall be in accordance with the provisions of the Manual and all applicable state and federal laws, rules, and regulations, including but not limited to the Act.

1. Serious crimes, serious injury crimes, and most complex incidents that involve in-depth, follow-up investigation, crime scene processing, seizure of evidence, application for and execution of search warrants, and out-of-town investigative work shall be conducted by the Resident State Police Supervisor or Trooper, as applicable; by State Police personnel assigned to the area State Police Troop; by the respective State Police major crime unit; or any other State Police investigative unit deemed appropriate by the State Police. When Resident State



Police Troopers from more than one Town work together in mutual aid such as in response to a large motor vehicle accident, all Resident State Police Troopers and Town Officers shall follow the direction of and answer to the highest ranking State Police Trooper on scene. The State Police may, in its sole discretion, make exceptions to this policy on a case-by-case basis. A serious or complex investigation may be assigned to a Town Officer by the State Police after taking into consideration the nature of the case, requirements of the investigation, shift resources, response time, and the experience and training of the Town Officer.

2. Every effort will be made by the State Police to allow a Town Officer to remain involved in self-initiated, serious criminal investigations to the extent consistent with sound law enforcement investigative principles and practices.

#### **E. Reports and Records**

1. All police investigative records generated by Town Officers, except for those generated by dashboard cameras and body worn cameras (“BWC”), shall be the property of DESPP State Police and shall be prepared, formatted and submitted to DESPP State Police in the manner approved by DESPP State Police. DESPP State Police shall not be responsible for the storage of dashboard camera or BWC data generated by Town Officers. No paper records may be stored at the resident trooper location.
2. The Town shall respond to any Freedom of Information Act (“FOIA”) requests for police investigative records generated by Town Officers, other than those for dashboard camera and BWC data, by informing the requester that such records are under the sole custody and control of DESPP State Police. The Town shall be solely responsible for fulfilling FOIA requests for dashboard camera and BWC data captured by Town Officers. DESPP shall be solely responsible for fulfilling FOIA requests for dashboard camera and BWC data captured by its employees, to include Resident Trooper Supervisors and Resident Troopers. DESPP State Police shall not be responsible for the costs of purchasing dashboard camera and BWC equipment for Town Officers, the costs of storage and processing dashboard camera and BWC data for Town Officers, and the costs of fulfilling FOIA requests related to dashboard camera and BWC data captured by Town Officers. The Town may direct requests for motor vehicle accident reports to the Troop for processing in accordance with DESPP State Police policy.
3. All police investigative records generated by Town Officers, including but not limited to dashboard camera and BWC data, shall comply with the retention requirements of the regulations adopted by the State Librarian under the authority of section 11-8 of the Connecticut General Statutes and shall comply with the record storage requirements outlined by the Department of Administrative Services, Bureau of Enterprise Systems & Technology.
4. The Town shall be responsible for providing network connection interoperability and technological compatibility to the DESPP State Police Records Management System in accordance with the requirements of DESPP State Police. The Town shall be responsible for and shall fully ensure interoperability of the records management system and the initiatives impacting such technology systems between the Town and DESPP State Police.



**F. Technology**

1. The Town shall be responsible for and shall ensure interoperability of information technology systems and initiatives impacting technology systems between the Town and DESPP State Police.
2. In order to fully support interoperability, the Town shall inform DESPP State Police of all anticipated technology purchases and initiatives related to law enforcement technologies at least thirty (30) days before the Town purchases and/or acts on vendor agreements. Such technologies include, but are not limited to, body-worn cameras, license plate readers, drones, recording devices, and electronic defense weapons. DESPP State Police shall respond to the Town whether the technology and/or initiative proposed can be interfaced with DESPP State Police technology systems, and/or whether the technology or initiative is compatible with the DESPP State Police technology systems and covered by a DESPP official policy. Compatibility shall include, but not be limited to, connectivity, storage, retrieval, security, and system to system communication.
3. It is understood that the Town shall incur any costs associated with interfacing, connecting, storing, retrieving and/or creating the proposed technology system and/or initiative. If the Town purchases technology or equipment that is not compatible with DESPP systems or is not covered by an official DESPP policy, the Town accepts all liability for such technology or equipment and shall indemnify, defend and hold harmless DESPP and its officers, representatives, agents, servants, employees, successors and assigns from and against any and all claims arising, directly or indirectly, in connection with the Town's purchased technology, including the acts of commission or omission of the Town or DESPP; and liabilities, damages, losses, costs and expenses, including but not limited to, attorneys' and other professionals' fees, arising, directly or indirectly, in connection with claims, acts of commission or omission, or the Contract.
4. To ensure interoperability and compatibility between the technologies, the Town shall identify an information technology liaison to serve as a technical contact to address technical changes and/or upgrades relating to law enforcement technologies. DESPP must be able to access and record all technology and associated data and electronic storage, including electronic communications, in a timely manner on a 24/7 basis. DESPP must be able to download and/or make copies of such data at any time.

**G. Telecommunications**

The Town shall follow all DESPP State Police procedures regarding use, access and maintenance of State Police supplied telecommunications equipment and technology.

**H. Office Space**

The Town shall provide an office determined suitable by State Police Command for use by the Resident State Police Trooper(s). The Town shall be responsible for the costs of establishing and maintaining the office space, and the State Police shall supply the necessary equipment for use by the Resident State Police Trooper(s) except as stated in subsection (2), below.

1. The Resident State Troopers' office space will be adequate for all assigned Resident State Police and Town personnel to execute their duties safely and in adherence to all applicable public health and safety protocols.
2. The Resident State Troopers' office shall be equipped with an evidence/property holding area. The evidence/property holding area will be outfitted such as to enable organization, documentation, and short-term storage of evidence.
3. Should the need arise for the Resident Troopers' office space to be relocated, or should the office space otherwise become unavailable, such office space shall not remain unavailable for use for any extended or unreasonable period of time without the Town providing replacement office space determined suitable by State Police Command.

**I. Chain of Command**

Resident State Police Supervisors or Troopers, where applicable, shall directly supervise the law enforcement operations of all Town Officers. The State Police Troop Commander, the Resident Trooper Supervisor, and the Resident State Police Troopers shall make reasonable efforts to be available to and regularly communicate with the Town CEO regarding public safety and law enforcement issues impacting the Town.

1. In the absence of the assigned Resident State Police Supervisor or Trooper, where applicable, the chain of command for Town Officers shall progress to the area State Police Troop Commander, or their duly assigned on-duty shift supervisor, and to the State Police District Commander.
2. The intent of this contract is to provide positive direction for the working relationship between Town Officers and State Police personnel. All significant conflicts between Town Officers and State Police personnel shall be referred to the next senior officer in the State Police chain of command.

**J. Use of Police Canines by Town Officers**

The use of Town police canines by Town Officers shall be consistent with State Police policies and procedures. Towns electing to use alternative programs for training and certification or recertification of police canines shall assume all costs and liabilities associated with such programs. In the event a Town police canine is employed in a manner inconsistent or contrary to policies and procedures of DESPP, or to state and federal laws, rules, and regulations, the Town assumes all liability for any injuries or damages caused thereby.

**K. Overtime**

The State Police retains the right to make overtime assignments of State Police personnel in accordance with the prevailing State Police collective bargaining agreement and state law. Overtime assignments in the Town that require State Police services outside the scope of this contract and Connecticut General Statutes Section 29-5 such as those that fall within the scope of Connecticut General Statutes Section 7-284 shall be assigned in accordance with the prevailing State Police collective bargaining agreement and paid for by the Town in accordance with the prevailing rates for private contractor extra duty overtime assignments. This provision is intended to apply only to overtime performed by State Police personnel and is not intended to limit the rights of Town Officers under any applicable local collective bargaining agreement.

**L. Administrative Responsibility**

1. The Town shall retain administrative responsibility for its Town Officers and personnel, including but not limited to: Ensuring compliance with entry level standards for newly hired Town Officers, and training and certification requirements established by the Police Officer Standards and Training Council (POSTC) in accordance with the provisions of Connecticut General Statutes Section 7-294a *et seq.* and associated Regulations of Connecticut State Agencies, or as otherwise required by law; compensation for services rendered; hours or shifts to be worked; and provisions of uniforms and equipment.

- i. Resident State Police Supervisors or Troopers, as applicable, shall cooperate with the Town by scheduling Town Officers so as to enable them to meet these requirements in a timely manner.

**2. Administrative Investigations/Discipline**

All misconduct or performance issues on the part of Town Officers which cannot reasonably be resolved through counseling or the issuance of a DESPP Performance Observation Report by the Resident State Police Supervisor or Trooper, if applicable; and which may warrant the imposition of discipline, however minor; or the need for additional remedial training; shall be promptly reported to the Town CEO. The Town CEO shall be kept apprised of any counseling or the issuance of any Performance Observation Reports.

- i. Allegations of misconduct on the part of Town Officers which cannot reasonably be resolved through counseling or the issuance of a Performance Observation Report by the Resident State Police Supervisor or Trooper, if applicable, and which may warrant the imposition of discipline, however minor, shall be investigated by the State Police in a manner consistent with the provisions of the Manual, the Connecticut General Statutes, the Act, and with any collective bargaining agreement between the Town and the Town Officers' collective bargaining representative. The State Police may recommend the imposition of appropriate disciplinary measures and/or remedial training for Town Officers. Imposition of discipline, if any, upon Town Officers, or assignment for additional training to remedy performance deficiencies on the part of Town Officers, shall be the responsibility of the Town.

### **3. Evaluations**

In accordance with its obligations under the MERA and consistent with the terms of any collective bargaining agreement between the Town and Town Officers' bargaining representative, the Town shall implement a work performance evaluation system for all of the Town's Officers. Such work performance evaluations shall be issued at least annually.

- i. The Town recognizes that evaluations are: 1) an effective supervisor's tool, and 2) that they identify superior or substandard work performance.
- ii. Consistent with the terms of any collective bargaining agreement between the Town and the Town Officers' collective bargaining representative, the Resident State Police Supervisor or Trooper and DESPP shall provide recommendations to the Town CEO concerning the periodic evaluation of the work performance of Town Officers.
- iii. The Town shall make the final disposition on all work performance evaluations. Copies of completed work performance evaluations shall be filed in each Town Officer's official personnel file, which shall be available to Resident State Police Supervisors and Troopers, as applicable, upon request.

## **II. Payment for Services Rendered**

### **A. Costs and Schedule of Payments**

The Town agrees to reimburse the State Police in accordance with CGS 29-5, as may be amended, for the cost of compensation, maintenance, and other expenses, including reasonably necessary overtime costs and fringe benefits for its assigned Resident State Police Supervisor or Trooper(s) in accordance with the following:

1. The State Police shall invoice the Town on an annual basis, in arrears, for the accrued costs of services rendered under this Contract with the exception of overtime which shall be invoiced on a quarterly basis, in arrears.
2. The Town shall pay the State Police for the invoiced costs of services rendered under this Contract within thirty (30) days of receipt of each invoice. If the Town disputes all or a portion of a pending invoice, it shall be the responsibility of the Town CEO to notify the State Police in writing before payment is due.
3. The State Police shall have the right to assess a late fee in the amount of five percent (5%) of the unpaid balance of each invoice for which undisputed amounts remain unpaid after sixty (60) days. In calculating unpaid amounts, partial payments shall first be applied to the oldest outstanding balances, and then to each successive outstanding balance until fully paid.

4. Fringe benefit rates consist of the following components:
  - i. Social Security (FICA)-Federally established rate
  - ii. Medicare-Federally established rate
  - iii. Retirement-Office of State Comptroller's established rate
  - iv. Medical and Group Life Insurance-DESPP established rates
  - v. Unemployment Compensation-Office of the State Comptroller's established rate
  - vi. Workers Compensation- Office of the State Comptroller's established rate

These rates are established on an annual basis based on the State of CT's Fiscal Year (FY) and notification of these rates will be provided to the Resident Trooper Towns via an annual Fringe Benefit Rate Notification Letter from DESPP.

### **III. Notices**

Any written notices required under this Contract shall be delivered as follows:

If to the Town:

Name  
Street  
City/Town, Connecticut

If to the Department of Emergency Services and Public Protection:

Commissioner  
Department of Emergency Services and Public Protection  
1111 Country Club Road  
Middletown, CT 06457-9294

### **IV. Attachment**

**Attachment 1**, Department of Emergency Services and Public Protection Terms and Conditions, is incorporated herein by reference and made a part hereof.

### **V. Entire Agreement**

The Agreement and Attachment 1 constitutes the entire Agreement.

**THE DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION**

By: \_\_\_\_\_ (Date)  
James C. Rovella  
Commissioner  
Duly Authorized Pursuant to C.G.S. Section 4-8

**TOWN OF**

By: \_\_\_\_\_ (Date)  
Title: \_\_\_\_\_  
Duly Authorized

# ATTACHMENT 1





**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION**  
**TERMS AND CONDITIONS**  
**ATTACHMENT 1**

**DEFINITIONS**

Unless expressly provided within a specific provision of this contract, the following definitions shall apply to these terms and conditions:

- a. **Claims:** All actions, suits, claims, demands, investigations and proceedings of any kind, open, pending or threatened, whether mature, unmatured, contingent, known or unknown, at law or in equity, in any forum.
- b. **Confidential Information:** Any name, number or other information that may be used, alone or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual's name, date of birth, mother's maiden name, motor vehicle operator's license number, Social Security number, employee identification number, employer or taxpayer identification number, alien registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number or unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation. Without limiting the foregoing, Confidential Information shall also include any information that the Department classifies as "confidential" or "restricted." Confidential Information shall not include information that may be lawfully obtained from publicly available sources or from federal, state, or local government records which are lawfully made available to the general public.
- c. **Confidential Information Breach:** Generally, an instance where an unauthorized person or entity accesses Confidential Information in any manner, including but not limited to the following occurrences: (1) any Confidential Information that is not encrypted or protected is misplaced, lost, stolen or in any way compromised; (2) one or more third parties have had access to or taken control or possession of any Confidential Information that is not encrypted or protected without prior written authorization from the State; (3) the unauthorized acquisition of encrypted or protected Confidential Information together with the confidential process or key that is capable of compromising the integrity of the Confidential Information; or (4) if there is a substantial risk of identity theft or fraud to the client, the Contractor, the Department or State.
- d. **Contract:** This agreement, as of its effective date, between or among the Parties.
- e. **Contractor Parties:** A Contractor's members, directors, officers, shareholders, partners, managers, principal officers, representatives, agents, servants, consultants, employees or any one of them or any other person or entity with whom the Contractor is in privity of oral or written contract and the Contractor intends for such other person or entity to Perform under the Contract in any capacity.
- f. **Goods:** All things which are movable at the time that the Contract is effective and which include, without limiting this definition, supplies, materials and equipment.
- g. **Goods or Services:** Goods, Services or both.
- h. **Perform:** For purposes of this Contract, the verb "to perform" and the Contractor's performance set forth in this Contract are referred to as "Perform," "Performance" and other capitalized variations of the term.
- i. **Records:** All working papers and such other information and materials as may have been accumulated by the Contractor in Performing the Contract, including but not limited to, documents, data, plans, books, computations, drawings, specifications, notes, reports, records, estimates, summaries, memoranda and correspondence, kept or stored in any form.

- j. **Services:** The performance of labor or work, as specified in the Solicitation and as set forth in this Contract.
- k. **Solicitation:** A State request, in whatever form issued, inviting bids, proposals or quotes for Goods or Services, typified by, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes. The Solicitation and this Contract shall be governed by the statutes, regulations and procedures of the State of Connecticut Department of Administrative Services, even if the Agency has statutes, regulations and procedures which overlap DAS's. However, to the extent that the Agency has statutes, regulations or procedures which the Agency determines in its sole discretion to be inconsistent with DAS's, the Agency's shall control over those of DAS's. The Solicitation is incorporated into and made a part of the Contract as if it had been fully set forth in it if, but only if, the Solicitation is in the form of an invitation to bid, request for information or request for quotes. A Solicitation in the form of a request for proposals is not incorporated into the Contract in its entirety, but, rather, it is incorporated into the Contract only to the extent specifically stated.
- l. **State:** The State of Connecticut, including the Agency and any office, department, board, council, commission, institution or other agency or entity of the State.
- m. **Termination:** An end to the Contract prior to the end of its term whether effected pursuant to a right which the Contract creates or for a breach.
- n. **Title:** all ownership, title, licenses, rights and interest, including, but not limited to, perpetual use, of and to the Goods or Services.

#### **AUDIT CLAUSE.**

Audit Requirements. For purposes of this paragraph, the word "contractor" shall be deemed to mean "nonstate entity," as that term is defined in Section 4-230 of the Connecticut General Statutes. The contractor shall provide for an annual financial audit acceptable to the Department for any expenditure of state-awarded funds made by the contractor. Such audit shall include management letters and audit recommendations. The State Auditors of Public Accounts shall have access to all records and accounts for the fiscal year(s) in which the award was made. The contractor will comply with federal and state single audit standards as applicable.

#### **WHISTLEBLOWING.**

This Contract may be subject to the provisions of Section 4-61dd of the Connecticut General Statutes. In accordance with this statute, if an officer, employee or appointing authority of the Contractor takes or threatens to take any personnel action against any employee of the Contractor in retaliation for such employee's disclosure of information to any employee of the contracting state or quasi-public agency or the Auditors of Public Accounts or the Attorney General under the provisions of subsection (a) of such statute, the Contractor shall be liable for a civil penalty of not more than five thousand dollars for each offense, up to a maximum of twenty per cent of the value of this Contract. Each violation shall be a separate and distinct offense and in the case of a continuing violation, each calendar day's continuance of the violation shall be deemed to be a separate and distinct offense. The State may request that the Attorney General bring a civil action in the Superior Court for the Judicial District of Hartford to seek imposition and recovery of such civil penalty. In accordance with subsection (f) of such statute, each large state contractor, as defined in the statute, shall post a notice of the provisions of the statute relating to large state contractors in a conspicuous place which is readily available for viewing by the employees of the Contractor.

#### **DISCLOSURE OF RECORDS.**

This Contract may be subject to the provisions of section 1-218 of the Connecticut General Statutes. In accordance with this statute, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (a) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (b) indicate that such records and files are subject to FOIA and may be disclosed by the public agency pursuant to FOIA. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with FOIA. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes.

#### **ACCESS TO CONTRACT AND STATE DATA.**

The Contractor shall provide to the Agency access to any data, as defined in Conn. Gen Stat. Sec. 4e-1, concerning the Contract and the Agency that are in the possession or control of the Contractor upon demand and shall provide the data to the Agency in a format prescribed by the Agency and the State Auditors of Public Accounts at no additional cost.

#### **FORUM AND CHOICE OF LAW.**

The parties deem the Contract to have been made in the City of Hartford, State of Connecticut. Both parties agree that it is fair and reasonable for the validity and construction of the Contract to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by Federal law or the laws of the State of Connecticut do not bar an action against the State, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Contractor waives any objection which it may now have or will have to the laying of venue of any Claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.

#### **TERMINATION.**

- a. Notwithstanding any provisions in this Contract, the Agency, through a duly authorized employee, may Terminate the Contract whenever the Agency makes a written determination that such Termination is in the best interests of the State. The Agency shall notify the Contractor in writing of Termination pursuant to this section, which notice shall specify the effective date of Termination and the extent to which the Contractor must complete its Performance under the Contract prior to such date.
- b. Notwithstanding any provisions in this Contract, the Agency, through a duly authorized employee, may, ~~after making a written determination that the Contractor has breached the Contract, Terminate the Contract in accordance with the provisions in the Breach section of this Contract.~~
- c. The Agency shall send the notice of Termination via certified mail, return receipt requested, to the Contractor at the most current address which the Contractor has furnished to the Agency for purposes of correspondence, or by hand delivery. Upon receiving the notice from the Agency, the Contractor shall immediately discontinue all services affected in accordance with the notice, undertake all commercially reasonable efforts to mitigate any losses or damages, and deliver to the Agency all Records. The Records are deemed to be the property of the Agency and the Contractor shall deliver them to the Agency no later than thirty (30) days after the Termination of the Contract or fifteen (15) days after the Contractor receives a written request from the Agency for the Records. The Contractor shall deliver those Records that exist in electronic, magnetic or other intangible form in a non-proprietary format, such as, but not limited to, ASCII or .TXT.
- d. Upon receipt of a written notice of Termination from the Agency, the Contractor shall cease operations as the Agency directs in the notice, and take all actions that are necessary or appropriate, or that the Agency may reasonably direct, for the protection, and preservation of the Goods and any other property. Except for any work which the Agency directs the Contractor to Perform in the notice prior to the effective date of Termination, and except as otherwise provided in the notice, the Contractor shall terminate or conclude all existing subcontracts and purchase orders and shall not enter into any further subcontracts, purchase orders or commitments.
- e. The Agency shall, within forty-five (45) days of the effective date of Termination, reimburse the Contractor for its Performance rendered and accepted by the Agency, in addition to all actual and reasonable costs incurred after Termination in completing those portions of the Performance which the notice required the Contractor to complete. However, the Contractor is not entitled to receive and the Agency is not obligated to tender to the Contractor any payments for anticipated or lost profits. Upon request by the Agency, the Contractor shall assign to the Agency, or any replacement contractor which the

Agency designates, all subcontracts, purchase orders and other commitments, deliver to the Agency all Records and other information pertaining to its Performance, and remove from State premises, whether leased or owned, all of Contractor's property, equipment, waste material and rubbish related to its Performance, all as the Agency may request

- f. For breach or violation of any of the provisions in the section concerning Representations and Warranties, the Agency may Terminate the Contract in accordance with its terms and revoke any consents to assignments given as if the assignments had never been requested or consented to, without liability to the Contractor or Contractor Parties or any third party.
- g. Upon Termination of the Contract, all rights and obligations shall be null and void, so that no party shall have any further rights or obligations to any other party, except with respect to the sections which survive Termination. All representations, warranties, agreements and rights of the parties under the Contract shall survive such Termination to the extent not otherwise limited in the Contract and without each one of them having to be specifically mentioned in the Contract.
- h. Termination of the Contract pursuant to this section shall not be deemed to be a breach of contract by the Agency.

#### **TANGIBLE PERSONAL PROPERTY.**

- a. The Contractor on its behalf and on behalf of its Affiliates, as defined below, shall comply with the provisions of Conn. Gen. Stat. §12-411b, as follows:
  - 1. For the term of the Contract, the Contractor and its Affiliates shall collect and remit to the State of Connecticut, Department of Revenue Services, any Connecticut use tax due under the provisions of Chapter 219 of the Connecticut General Statutes for items of tangible personal property sold by the Contractor or by any of its Affiliates in the same manner as if the Contractor and such Affiliates were engaged in the business of selling tangible personal property for use in Connecticut and had sufficient nexus under the provisions of Chapter 219 to be required to collect Connecticut use tax;
  - 2. A customer's payment of a use tax to the Contractor or its Affiliates relieves the customer of liability for the use tax;
  - 3. The Contractor and its Affiliates shall remit all use taxes they collect from customers on or before the due date specified in the Contract, which may not be later than the last day of the month next succeeding the end of a calendar quarter or other tax collection period during which the tax was collected;
  - 4. The Contractor and its Affiliates are not liable for use tax billed by them but not paid to them by a customer; and;
  - 5. Any Contractor or Affiliate who fails to remit use taxes collected on behalf of its customers by the due date specified in the Contract shall be subject to the interest and penalties provided for persons required to collect sales tax under chapter 219 of the general statutes.
- b. For purposes of this section of the Contract, the word "Affiliate" means any person, as defined in section 12-1 of the general statutes, that controls, is controlled by, or is under common control with another person. A person controls another person if the person owns, directly or indirectly, more than ten per cent of the voting securities of the other person. The word "voting security" means a security that confers upon the holder the right to vote for the election of members of the board of directors or similar governing body of the business, or that is convertible into, or entitles the holder to receive, upon its exercise, a security that confers such a right to vote. "Voting security" includes a general partnership interest.
- c. The Contractor represents and warrants that each of its Affiliates has vested in the Contractor plenary authority to so bind the Affiliates in any agreement with the State of Connecticut. The Contractor on its own behalf and on behalf of its Affiliates shall also provide, no later than 30 days after receiving a request by the State's contracting authority, such information as the State may require to ensure, in the State's sole determination, compliance with the provisions of Chapter 219 of the Connecticut General Statutes, including, but not limited to, §12-411b.



## **INDEMNIFICATION.**

- a. The Contractor shall indemnify, defend and hold harmless the State and its officers, representatives, agents, servants, employees, successors and assigns from and against any and all (1) Claims arising, directly or indirectly, in connection with the Contract, including the acts of commission or omission (collectively, the "Acts") of the Contractor or Contractor Parties; and (2) liabilities, damages, losses, costs and expenses, including but not limited to, attorneys' and other professionals' fees, arising, directly or indirectly, in connection with Claims, Acts or the Contract. The Contractor shall use counsel reasonably acceptable to the State in carrying out its obligations under this section. The Contractor's obligations under this section to indemnify, defend and hold harmless against Claims includes Claims concerning confidentiality of any part of or all of the Contractor's bid, proposal or any Records, any intellectual property rights, other proprietary rights of any person or entity, copyrighted or uncopyrighted compositions, secret processes, patented or unpatented inventions, articles or appliances furnished or used in the Performance.
- b. The Contractor shall not be responsible for indemnifying or holding the State harmless from any liability arising due to the negligence of the State or any other person or entity acting under the direct control or supervision of the State.
- c. The Contractor shall reimburse the State for any and all damages to the real or personal property of the State caused by the Acts of the Contractor or any Contractor Parties. The State shall give the Contractor reasonable notice of any such Claims.
- d. The Contractor's duties under this section shall remain fully in effect and binding in accordance with the terms and conditions of the Contract, without being lessened or compromised in any way, even where the Contractor is alleged or is found to have merely contributed in part to the Acts giving rise to the Claims and/or where the State is alleged or is found to have contributed to the Acts giving rise to the Claims.
- e. The Contractor shall carry and maintain at all times during the term of the Contract, and during the time that any provisions survive the term of the Contract, sufficient general and/or professional liability insurance to satisfy its obligations under this Contract. The Contractor shall name the State as an additional insured on the policy and shall provide a copy of the policy to the Agency prior to the effective date of the Contract. The Contractor shall not begin Performance until the delivery of the policy to the Agency. The Agency shall be entitled to recover under the insurance policy even if a body of competent jurisdiction determines that the Agency or the State is contributorily negligent.
- f. This section shall survive the Termination of the Contract and shall not be limited by reason of any insurance coverage.

## **SOVEREIGN IMMUNITY.**

The parties acknowledge and agree that nothing in the Solicitation or the Contract shall be construed as a modification, compromise, or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of the Contract. To the extent that this section conflicts with any other section, this section shall govern.

## **SUMMARY OF STATE ETHICS LAWS.**

Pursuant to the requirements of section 1-101qq of the Connecticut General Statutes (a) the State has provided to the Contractor the summary of State ethics laws developed by the State Ethics Commission pursuant to section 1-81b of the Connecticut General Statutes, which summary is incorporated by reference into and made a part of this Contract as if the summary had been fully set forth in this Contract; (b) the Contractor represents that the chief executive officer or authorized signatory of the Contract and all key employees of such officer or signatory have read and understood the summary and agree to comply with the provisions of state ethics law; (c) prior to entering into a contract with any subcontractors or consultants, the Contractor shall provide the summary to all subcontractors and consultants and each such contract entered into with a subcontractor or consultant on or after

July 1, 2021, shall include a representation that each subcontractor or consultant and the key employees of such subcontractor or consultant have read and understood the summary and agree to comply with the provisions of state ethics law; (d) failure to include such representations in such contracts with subcontractors or consultants shall be cause for termination of the Contract; and (e) each contract with such contractor, subcontractor or consultant shall incorporate such summary by reference as a part of the contract terms.

#### **AUDIT AND INSPECTION OF PLANTS, PLACES OF BUSINESS AND RECORDS.**

- a. The State and its agents, including, but not limited to, the Connecticut Auditors of Public Accounts, Attorney General and State's Attorney and their respective agents, may, at Parties' plants and places of business which, in any way, are related to, or involved in, the performance of this Contract.
- b. The Contractor shall maintain and shall require each of the Contractor Parties to maintain, accurate and complete Records. The Contractor shall make all of its and the Contractor Parties' Records available at all reasonable hours for audit and inspection by the State and its agents.
- c. The State shall make all requests for any audit or inspection in writing and shall provide the Contractor with at least twenty-four (24) hours' notice prior to the requested audit and inspection date. If the State suspects fraud or other abuse, or in the event of an emergency, the State is not obligated to provide any prior notice.
- d. All audits and inspections shall be at the State's expense.
- e. The Contractor shall keep and preserve or cause to be kept and preserved all of its and Contractor Parties' Records until three (3) years after the latter of (i) final payment under this Agreement, or (ii) the expiration or earlier termination of this Agreement, as the same may be modified for any reason. The State may request an audit or inspection at any time during this period. If any Claim or audit is started before the expiration of this period, the Contractor shall retain or cause to be retained all Records until all Claims or audit findings have been resolved.
- f. The Contractor shall cooperate fully with the State and its agents in connection with an audit or inspection. Following any audit or inspection, the State may conduct and the Contractor shall cooperate with an exit conference.
- g. The Contractor shall incorporate this entire Section verbatim into any contract or other agreement that it enters into with any Contractor Party.

#### **CAMPAIGN CONTRIBUTION RESTRICTION.**

For all State contracts, defined in section 9-612 of the Connecticut General Statutes as having a value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this Contract represents that they have received the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice.

#### **PROTECTION OF CONFIDENTIAL INFORMATION.**

- a. Contractor and Contractor Parties, at their own expense, have a duty to and shall protect from a Confidential Information Breach any and all Confidential Information which they come to possess or control, wherever and however stored or maintained, in a commercially reasonable manner in accordance with current industry standards.
- b. Each Contractor or Contractor Party shall develop, implement and maintain a comprehensive data - security program for the protection of Confidential Information. The safeguards contained in such program shall be consistent with and comply with the safeguards for protection of Confidential Information, and information of a similar character, as set forth in all applicable federal and state law and written policy of the Department or State concerning the confidentiality of Confidential Information. Such data-security program shall include, but not be limited to, the following:
  1. A security policy for employees related to the storage, access and transportation of data containing Confidential Information;



2. Reasonable restrictions on access to records containing Confidential Information, including access to any locked storage where such records are kept;
  3. A process for reviewing policies and security measures at least annually;
  4. Creating secure access controls to Confidential Information, including but not limited to passwords; and
  5. Encrypting of Confidential Information that is stored on laptops, portable devices or being transmitted electronically.
- c. The Contractor and Contractor Parties shall notify the Department and the Connecticut Office of the Attorney General as soon as practical, but no later than twenty-four (24) hours, after they become aware of or suspect that any Confidential Information which Contractor or Contractor Parties have come to possess or control has been subject to a Confidential Information Breach. If a Confidential Information Breach has occurred, the Contractor shall, within three (3) business days after the notification, present a credit monitoring and protection plan to the Commissioner of Administrative Services, the Department and the Connecticut Office of the Attorney General, for review and approval. Such credit monitoring or protection plan shall be made available by the Contractor at its own cost and expense to all individuals affected by the Confidential Information Breach. Such credit monitoring or protection plan shall include, but is not limited to reimbursement for the cost of placing and lifting one (1) security freeze per credit file pursuant to Connecticut General Statutes § 36a-701a. Such credit monitoring or protection plans shall be approved by the State in accordance with this Section and shall cover a length of time commensurate with the circumstances of the Confidential Information Breach. The Contractors' costs and expenses for the credit monitoring and protection plan shall not be recoverable from the Department, any State of Connecticut entity or any affected individuals.
- d. The Contractor shall incorporate the requirements of this Section in all subcontracts requiring each Contractor Party to safeguard Confidential Information in the same manner as provided for in this Section.
- e. Nothing in this Section shall supersede in any manner Contractor's or Contractor Party's obligations pursuant to HIPAA or the provisions of this Contract concerning the obligations of the Contractor as a Business Associate of the Department.

#### **EXECUTIVE ORDERS AND OTHER ENACTMENTS**

- a. All references in this Contract to any Federal, State, or local law, statute, public or special act, executive order, ordinance, regulation or code (collectively, "Enactments") shall mean Enactments that apply to the Contract at any time during its term, or that may be made applicable to the Contract during its term. This Contract shall always be read and interpreted in accordance with the latest applicable wording and requirements of the Enactments. At the Contractor's request, the Client Agency shall provide a copy of these Enactments to the Contractor. Unless otherwise provided by Enactments, the Contractor is not relieved of its obligation to perform under this Contract if it chooses to contest the applicability of the Enactments or the Client Agency's authority to require compliance with the Enactments.
- b. This Contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of this Contract as if they had been fully set forth in it.
- c. This Contract may be subject to (1) Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services; (2) Executive Order No. 61 of Governor Daniel P. Malloy promulgated December 13, 2017 concerning the Policy for the Management of State Information Technology Projects, as issued by the Office of Policy and Management, Policy ID IT-SDLC-17-04. If any of the Executive Orders referenced in this subsection is applicable, it is deemed to be incorporated into and made a part of this Contract as if fully set forth in it.

## NONDISCRIMINATION.

a. For purposes of this Section, the following terms are defined as follows:

1. "Commission" means the Commission on Human Rights and Opportunities;
2. "Contract" and "contract" include any extension or modification of the Contract or contract;
3. "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
4. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.
5. "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
6. "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
7. "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
8. "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
9. "minority business enterprise" means any small contractor or supplier of materials fifty- one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32- 9n; and
10. "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

- b. (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees

to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a- 68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

- c. Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- d. The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- e. The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- f. The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- g. (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut

General Statutes §46a-56.

- h. The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- i. Pursuant to subsection (c) of section 4a-60 and subsection (b) of section 4a-60a of the Connecticut General Statutes, the Contractor, for itself and its authorized signatory of this Contract, affirms that it understands the obligations of this section and that it will maintain a policy for the duration of the Contract to assure that the Contract will be performed in compliance with the nondiscrimination requirements of such sections. The Contractor and its authorized signatory of this Contract demonstrate their understanding of this obligation by (A) having provided an affirmative response in the required online bid or response to a proposal question which asks if the contractor understands its obligations under such sections, (B) signing this Contract, or (C) initialing this nondiscrimination affirmation in the following box:

**IRAN ENERGY INVESTMENT CERTIFICATION.**

- a. Pursuant to section 4-252a of the Connecticut General Statutes, the Contractor certifies that it has not made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, and has not increased or renewed such investment on or after said date.
- b. If the Contractor makes a good faith effort to determine whether it has made an investment described in subsection (a) of this section, then the Contractor shall not be deemed to be in breach of the Contract or in violation of this section. A "good faith effort" for purposes of this subsection includes a determination that the Contractor is not on the list of persons who engage in certain investment activities in Iran created by the Department of General Services of the State of California pursuant to Division 2, Chapter 2.7 of the California Public Contract Code. Nothing in this subsection shall be construed to impair the ability of the State agency or quasi-public agency to pursue a breach of contract action for any violation of the provisions of the Contract.

**LARGE STATE CONTRACT REPRESENTATION FOR CONTRACTOR.**

Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz Executive Order No. 21-2, promulgated July 1, 2021, the Contractor, for itself and on behalf of all of its principals or key personnel who submitted a bid or proposal, represents:

- a. That no gifts were made by (A) the Contractor, (B) any principals and key personnel of the Contractor, who participate substantially in preparing bids, proposals or negotiating State contracts, or (C) any agent of the Contractor or principals and key personnel, who participates substantially in preparing bids, proposals or negotiating State contracts, to (i) any public official or State employee of the State agency or quasi- public agency soliciting bids or proposals for State contracts, who participates substantially in the preparation of bid solicitations or requests for proposals for State contracts or the negotiation or award of State contracts, or (ii) any public official or State employee of any other State agency, who has supervisory or appointing authority over such State agency or quasi-public agency;
- b. That no such principals and key personnel of the Contractor, or agent of the Contractor or of such principals and key personnel, knows of any action by the Contractor to circumvent such prohibition



on gifts by providing for any other principals and key personnel, official, employee or agent of the Contractor to provide a gift to any such public official or State employee; and

c. That the Contractor is submitting bids or proposals without fraud or collusion with any person.

**LARGE STATE CONTRACT REPRESENTATION FOR OFFICIAL OR EMPLOYEE OF STATE AGENCY.**

Pursuant to section 4-252 of the Connecticut General Statutes and Acting Governor Susan Bysiewicz Executive Order No. 21-2, promulgated July 1, 2021, the State agency official or employee represents that the selection of the person, firm or corporation was not the result of collusion, the giving of a gift or the promise of a gift, compensation, fraud or inappropriate influence from any person.

**CONSULTING AGREEMENTS REPRESENTATIONS.**

Pursuant to section 4a-81 of the Connecticut General Statutes, the person signing this Contract on behalf of the Contractor represents, to their best knowledge and belief and subject to the penalty of false statement as provided in section 53a-157b of the Connecticut General Statutes, that the Contractor has not entered into any consulting agreements in connection with this Contract, except for the agreements listed below or in an attachment to this Contract. "Consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information, or (C) any other similar activity related to such contracts. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of chapter 10 of the Connecticut General Statutes as of the date such contract is executed in accordance with the provisions of section 4a-81 of the Connecticut General Statutes.

Consultant's Name and Title

Name of Firm (if applicable)

Start Date

End Date

Cost

The basic terms of the consulting agreement are: \_\_\_\_\_

Description of Services Provided: \_\_\_\_\_

Is the consultant a former State employee or former public official?     YES     NO

If YES: \_\_\_\_\_

Name of Former State Agency

Termination Date of Employment

**PLEASE NOTE: The consulting agreement sworn statement is no longer required by statute. As such, there is no longer any need to obtain a separate, notarized signature from the person signing the contract on behalf of the contractor. (PA 22-40 revising CGS 4a-81)**





ACCOUNTING AND FINANCE OPERATIONS DOCUMENT

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**Department of Finance  
Policies and Procedures Manual**

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**Town of Bolton, CT**

**June 2023**

**CONFIDENTIAL – INTERNAL USE ONLY**

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## **I. INTRODUCTION**

The procedures outlined on the following pages reflect the current tasks and transactions necessary to process and complete any and all financially related transactions performed by the Town of Bolton. This includes but is not limited to the following entities: Town of Bolton, CT and Bolton Public Schools. **This document was prepared by the Town Administrator, with the assistance of the Finance Director, in order to comply with auditing requirements under the approval of the Board of Selectmen (BOS).**

Within each procedure, all key elements are identified, including:

- Required forms and documents;
- Necessary approvals and authorizations; and
- Appropriate staff and department contacts.

In the event any questions or exceptions arise, it is the responsibility of that staff person to confirm the appropriate course of action with their supervisor, the **Finance Director (FD)**, and, if necessary, the **Town Administrator (TA)** or Superintendent of Schools.

The finance officials serving both entities are responsible for maintaining the accuracy and consistency of these procedures. If changes are requested for any of the stated policies and procedures, they need to be reviewed and approved by the **FD** and **TA**. Each section and/or subsection shall apply to both the Town and School unless otherwise noted.

### **A. Definitions**

Outlined below are definitions of key terms used within this document.

- Terminations – A person that is fired from an entity;
- Separations – A person that is laid-off, resigns or retires from an entity; and
- Severance Payment – Refers only to when a person is laid-off. When someone is terminated or separated from service Bolton does not refer to their final payment as severance.

### **B. Distribution List for Finance Department Policies and Procedures**

Besides the Finances offices, a copy shall be distributed to and kept on record in the following locations:

- **Town Administrator's Office**
- Superintendent's Office
- Board of Selectmen
- Board of Education

### **C. Financial Management System (FMS)**

The Town of Bolton's **FD** shall be responsible, on an annual basis, for evaluating and either renewing or selecting a new FMS that allows for the efficient and effective execution of these policies.

## **II. ACCOUNTING RECORDS**

### **A. Security of Records**

Users are assigned access rights to specific FMS modules according to their job function and responsibility, and are prevented from entering and approving their own entries in the system. Each accounting record is associated with the appropriate users that created, approved, and posted the transaction with the system.

## **B. Journal Entries**

The **Finance Director**, School Business Officer, and Administrative Clerk II are the only individuals with the responsibility and capability to enter and post journal entries in the General Ledger. The Administrative Clerk II's journal entries must be reviewed and approved by the **Finance Director**. All approvals must be confirmed via email and archived in Journal Entry labeled folder. The Administrative Clerk I and School Business Office Coordinator can enter a journal entry but cannot post it.

## **III. FINANCIAL MANAGEMENT SYSTEM (FMS) ADMINISTRATION**

### **A. System Security**

Any violations of these policies and procedures by Town or school employees may result in disciplinary action. This may depend upon the type and severity of the violation, whether it causes any liability or loss to the Town or school, and/or the presence of any repeated violation(s).

The **Finance Director** and School Business Officer should be the only active users with full administrative rights. All access to TIV is role-based.

### **B. Establishing a New User in the FMS**

The **Finance Director** and School Business Officer will be responsible for setting up any new user in the FMS and establishing their level of access.

### **C. Notification of Separated or Terminated Employees**

#### **1. Notification**

In the event an employee is to be terminated from service in the near or immediate future, the **TA** or Superintendent must notify the **Finance Director** or the School Business Officer respectively, in writing, prior to the termination to ensure all access rights to the FMS are revoked in a timely manner and that the security of the system is kept intact. This notification must include the employee's full name, department, and job title to ensure the correct employee is removed. In the event that this termination is sudden, the **TA** or Superintendent shall immediately call and issue a written notice to the **FD** or School Business Officer to inform them of the termination.

In the event an employee is to be separated from service for any amount of time; in the form of administrative leave, suspension, or otherwise; the **TA** or Superintendent must notify the **Finance Director** and the School Business Officer via written documentation or email within 24 hours of the employee's separation to ensure all access rights to the FMS are revoked. This notification must include the employee's full name, department, and job title to ensure the correct employee is removed.

#### **2. Disabling the Account**

Upon receipt of a termination notification from the **TA** or the Superintendent, the **Finance Director** and the School Business Officer must immediately disable all access rights to the FMS. Upon a separation, The **Finance Director** and the School Business Officer will disable the user's account on the day of separation. In both instances, once complete, a reply confirmation email is sent to the **Town Administrator** or Superintendent.

#### **3. Archiving Requests**



The **Finance Director** and School Business Officer are responsible for archiving all email separation/termination notifications from the Administrative Officer or Superintendent.

#### **4. Review of Accounts**

The **FD** and School Business Officer shall be responsible for ensuring that only presently-authorized personnel shall have access to the FMS.

### **D. Systems Support**

The Town's IT Department is responsible for all network administration and support. The FMS is hosted by TIV who is responsible for updates to the software and backup of the system.

### **E. Data Backup**

The Town relies heavily on the computer systems that manage its data and applications. Every day, the information saved on a computer's hard drive or the Town Network could be exposed to a wide variety of risks: equipment failure, unauthorized intrusion, viruses, and/or power surges. To make sure Bolton can successfully recover from such disastrous events, the following Data Backup Policy has been established:

Perform Routine Backups: The data residing on the servers that comprise the Town Network will be backed up on a routine basis. This process fully backs up data and system files stored on all servers to ensure the most recent versions can be recovered when required. The Town's IT Director is responsible for ensuring this process occurs successfully. Data is routinely backed up to a different Town server for off-site redundancy of information.

## **IV. CHART OF ACCOUNTS**

### **A. Account Code Structure**

The **Finance Director** and School Business Officer are responsible for maintaining the Town's Chart of Accounts. Any and all requests for new accounts must be emailed directly to the **Finance Director** and School Business Officer for approval. All approval emails must be archived FMS folders. Only the three aforementioned employees have FMS authorization to create new accounts.

### **B. Elements of the Account Code Structure**

All Account Codes shall follow the Uniform Chart of Accounts structure, as designated and defined by the State of Connecticut.

## **V. BUDGETING**

### **A. Budget Preparation, Presentation, and Adoption**

The budget process is described, detailed, and otherwise governed by the Town of Bolton's Charter.

#### **1. Town of Bolton**

In November, general budget guidelines are distributed via the Administrative Officer to all departments, boards, and commissions. Department Heads, Boards, and Commissions are responsible for preparing expenditure estimates for the upcoming year. Department Heads must pay close attention to historical trends and current needs when determining estimates. The **Town Administrator** reviews estimates with the Department Heads. The **Town Administrator** compiles the individual requests into the General Government Budget, Debt Budget, and Capital Budget.

## 2. Bolton Board of Education

Administrators and Principals are responsible for preparing estimated and proposed budgets for review by the Superintendent. The Superintendent then presents his/her proposed budget to the Board of Education. The Board of Education engages in further review and is ultimately responsible for preparing a final itemized estimate of the budget each year for submission.

## B. Budget Monitoring & Transfers

### 1. Town of Bolton

The **Finance Director** and **Town Administrator** are responsible for administering and monitoring the budget through the course of the year. Monthly, a general government budget expenditure budget report is provided to the Board of Selectmen. The report is then forwarded to the Board of Finance. In addition, a monthly tax collection report is distributed to the Board of Selectmen and Board of Finance. All budget transfers are processed per the Town of Bolton Charter.

### 2. Bolton Board of Education

The Superintendent's Office is responsible for administering and monitoring the budget through the course of the year. A monthly budget report is presented to the Board of Education at the regularly scheduled meeting following the period for which such report is prepared. This report is then forwarded to the Board of Finance.

The report shows the appropriated budget amount for each line item, expenditure to date, project expenditures, difference between the project expenditures and the appropriation, and general comments indicating the reason for the difference. The Superintendent will recommend to the Board of Education any requested line item transfers.

## VI. CASH AND BANK RECONCILIATION

### A. Petty Cash Accounts & Change Funds (Town)

#### 1. Petty Cash Funds

Petty cash funds of nominal amounts may be made available to departments for the purchase of miscellaneous and incidental items of small value. Petty cash funds are advanced from the Town's general cash account. Petty cash funds range from \$50 to \$700 and are approved by the **Finance Director**.

The custodian of any petty cash fund is always the Department Head or Supervisor of the unit where the fund is located. The custodian is responsible for the safekeeping, control, and proper usage of the fund.

The custodian must ensure that the fund is reconciled and a file of all reconciliations is maintained. This means that the fund must find all ways equal the approved amount in receipts or cash or a combination of both.

#### 2. Change Funds

Change funds are cash advances made available to departments for making change for cash sales. Change funds are advanced from the Town's general cash accounts. These accounts are for the



most part starting balances for cash registers at Indian Notch Park. The same custodial requirements apply here as in the case of petty cash funds.

### **B. Banks and Banking Transactions**

The Board of Selectmen reviews and designates as is necessary the approval or signing authority on Town of Bolton banking transactions.

The Board of Selectmen has authorized the positions of First Selectman, **Finance Director and Town Administrator** as the signatories on all Town banking transactions. In addition, the Board of Selectmen has authorized the Superintendent of Schools as an authorized signer on all Board of Education bank accounts.

The general ledger system is controlled by the Finance Department with limited access by certain Board of Education Officials. All journal entries to General ledger must be done by the Finance Department unless specifically authorized. No new general ledger account or entry to an existing general ledger account will be made without approval by **the Finance Director** and School Business Officer.

**Bank account reconciliations are prepared monthly by the Town Finance Administrative Clerks and reviewed and approved by the Town Finance Director. The bank statement is reconciled to the bank account in the financial system (FMS) which produces various system generated reports to support the reconciliation. A spreadsheet is used to reconcile the General Fund bank statement as several Zero Balance accounts (Town A/P, Town Payroll, BOE A/P, BOE Payroll and BOE Title 1) interact with the General Fund.**

## **VII. RECEIPTS AND REVENUES**

### **A. Receipt of Revenues**

For the Town, the Finance Office is responsible for receiving and reconciling daily Town revenues, excluding Tax Collector. All cash and checks are delivered to Finance Office with collections form. The physical cash and checks are reconciled against the Report of Collection forms and totaled in the Daily Revenue Sheet. The Report of Collection forms are then sent to the Finance Office for processing. All funds are reconciled prior to deposit.

### **B. Bank Deposits**

The Finance office is responsible for bringing cash and checks to the Bank for deposit within at least seven (7) days of receipt. The Tax Collector deposits their own funds and submits a Revenue sheet to the Finance Office. The Finance Office reconciles all deposits with the bank deposit. **Departments with remote scan capability who are also responsible for depositing checks that are collected on behalf of their department should do so within seven (7) days of receipt.**

### **C. Cash Collections and Deposits**

Cash receipts for the Town of Bolton come in at various points in the town government and through several forms. The Town receives funds as cash or checks, or electronically. Though taken in at various points the Finance Department is ultimately the central repository of all cash.

### **D. Intergovernmental Grants and Aid**

The majority of intergovernmental grants in aid are received by the Finance Department electronically. They are taken into the General Fund Cash account as revenues or funds due to other grant funds, i.e. Board of Educating grants funds. No Department is authorized to receive electronic transfers.



Some grant checks are received into the Board of Education for small non-governmental grants. These may be opened and coded by the Board of Education and submitted to the Finance Department.

### **E. Transfer of Town Funds**

All funds to the Town must be turned over to the Finance Department in a timely manner by the receiving department. Town funds are to be kept in a safe and secure place when in the custody of a particular department. They must not be kept in desk drawers and other less than secure places. In addition, checks and other negotiable instruments should be kept in a secure place. Every department that has access to a vault must use it. If not, then funds or checks should be locked in a fireproof file cabinet.

### **F. Town Bank Deposits**

It is the responsibility of each department to keep detailed records of its cash intake. These records should withstand the scrutiny of the annual audit, and be producible upon request. Departments who take in cash must prepare deposit slips and submit along with cash receipts journal to the Finance Department. Once the town Finance Department receives cash receipts from a department it must validate the deposit; prepare the deposit journal for all cash receipts; and deposit the funds as is appropriate. All cash receipts must be maintained in a vault or fireproof cabinet accessible by finance personnel only. All Town bank deposits must be made at least once a week or more often during busy times.

After the deposits are made, all deposit receipt slips are used for monthly bank reconciliation. The deposit slip printed by the deposit module and totals are checked against each other for accuracy.

## **VIII. PURCHASING**

### **A. Department Requests & Approvals**

#### **1. Submit Purchase Order Requests to the Finance Department**

Purchase order requests must be completed for any purchase made over \$200 in total or purchases made by boards and commissions, and all purchase orders shall include the following information:

- a. *Vendor Name* – Determined by the requesting department or from the FMS Vendor list.
- b. *Vendor's Remit Address* – Location of where goods or services will be received.
- c. *Account Number* – Account to be charged for the expense.
- d. *School or Department* – Who is responsible for receiving the goods or services.
- e. *Items for Purchase* – Description should include sufficient detail including any part numbers or vendor information about the item(s).
- f. *Extended Price* – The total price of the purchase, including any freight charges should be calculated and included.
- g. *Total Anticipated Cost* – The total value of the goods or services included on the Purchase Order.
- h. *Requestor ID (Name)* – The person responsible for addressing any issues regarding the request and the goods and/or services received per the Purchase Order.

#### **2. Obtain Appropriate Approvals**

All Department purchases must be requested by that Department's Head, and all Board and Commission purchases must be requested by that body's Chair. All approved purchase requests are reviewed and approved by the Finance Director or their appointee.

### **B. Purchase Orders (Town)**

### **1. Preparation of the Purchase Order**

Once made available, Department Heads and their staff shall use the FMS to create purchase orders electronically. The purchase orders under \$700 are sent to the Finance Department for review and processing. From there, approved purchase orders are then emailed to Requester. The vendor will be paid according to standard Accounts Payable procedures. The **Finance Director** must approve an appropriate allocation of funds before a vendor will be paid.

### **2. Purchase Orders**

Purchase orders over \$700, as well as purchase orders made by Boards and Commissions, must be approved by the **Town Administrator** prior to making the purchase. The **Finance Director** shall also assist with a review of account balances before purchase orders are given final approval and are processed in the Finance Department. Purchase orders are not required for utilities, telephone, fuel, insurance, contracted monthly professional services, or other items deemed appropriate by the Town Administrator in conjunction with the **Finance Director**. All purchase orders and request for payments are entered into the Finance Management System by the Finance Department. Once a purchase order is complete, the requester will confirm receipt of goods and then submit a request for payment to the Finance Department.

### **3. Purchase Order Cancellation**

In the event a School or Department decides to cancel a purchase order, the Requester must notify the Finance Department of the change in writing in an expedited and timely manner. The Finance Department will then cancel the Purchase Order from the system.

## **C. Emergency Purchasing Processes**

Under certain emergency conditions, defined below, it may be necessary to deviate from the formal requisitioning and purchasing process.

### **1. Definition of an Emergency**

An emergency exists when unforeseen circumstances beyond the Town or School District's control:

- a. Present a real, immediate threat to the proper performance of essential functions; or
- b. May reasonably be expected to result in:
  - i. Material loss or damage to property;
  - ii. Bodily injury; or
  - iii. Loss of life, if immediate action is not taken.

### **2. Under \$7,500**

If an emergency determination is made that requires immediate action, the requestor will contact the Administrative Officer.

### **3. \$7,500 or more**

If an emergency determination is made whereby the time required to go through the formal bidding process is not feasible, the vendor selected will need to be approved by the **Finance Director, Town Administrator**, or Superintendent respectively.

### **4. Contracting**

A written contract shall be executed prior to commencing work. Where a purchase is made or work contracted without a prior written contract, a written contract shall be prepared and executed as early as possible. The contract shall contain such detail as is appropriate under the circumstances. At a minimum, the contract shall state the parties, the item to be purchased, the maximum amount,

the basis for payment, and require that the contractor comply with all statutory requirements. A copy of the contract shall be kept in the Finance Department files.

Because an emergency situation may require immediate action without incorporating all of the usual and customary contract provisions, Administrative Officer and the vendor should consider the use of a short term contract with limited authority whenever possible. During this interim period, alternatives should be considered, such as competition (by sealed bids or otherwise) for the remaining purchases or work, or a more detailed contract which incorporates the usual and customary terms. Even where an emergency is determined to exist, the Town shall obtain competition whenever practicable, as the best means to assure quality services and minimum cost.

#### **D. Bid Requirement Policies**

All purchases must follow the Town's Bid Ordinance.

#### **E. Storage, Disposal, and Use of Fracking Waste**

Some purchases outlined in the Storage, Disposal, and Use of Fracking Waste ordinance, initially enacted in July 2017, shall include additional processing, beyond what is outlined elsewhere in this section, and that additional processing shall be dictated by the ordinance.

### **IX. ACCOUNTS PAYABLE AND EXPENDITURES**

#### **A. Accounts Payable Procedures**

The Town of Bolton pays all its bills to outside vendors within 30 days of receiving the bills, given no underlying circumstances preventing it. Accounts Payable is processed at least every other week.

Before any funds are disbursed by the Town of Bolton, each department head, supervisor, or board or commission chair must complete and sign a request for payment for all expenditures made by his or her department, excluding normal monthly invoices, and submit such request along with a vendor invoice to the Finance Department. The **Finance Director or Town Administrator** shall sign off on normal recurring bills.

By law, the Town is a tax-exempt government entity. As such, the Town will not pay or issue reimbursement for any sales tax unless pre-approved by the **Town Administrator** or Superintendent of Schools for good cause.

#### **B. Checks Processing (Town)**

The **Finance Director** shall review and approve all invoices before checks are printed. Upon completing Accounts Payable, a report or Check Register is printed and along with all invoices are sent as a package to the **Town Administrator** for approval. A budget report is printed from the system and **also** forwarded to the **Town Administrator**.

A positive pay file (a fraud protection and detection procedure) is created and set to the bank.

Cash Disbursements: The Town uses a pre-numbered computer-generated checks based upon approved documentation submitted for payments. Finance staff is responsible for assuring that purchase orders are used when required. The checks register of bills to be paid are reviewed by the Board of Selectmen and signed off as approved by three selectmen.



New Vendors can be established by any of the finance staff (**Finance Director** or either of the Administrative Clerks). Checks cannot be issued unless a vendor is established in the system.

### **1. Receipt of Goods and Services**

Departments receive items that have been approved through the purchasing policy. Goods or services are delivered directly to the requesting School or Department. Confirmation and verification of the receipt of goods or services is the responsibility of each respective location.

### **2. Recording Invoices**

For the Town, the Administrative Clerk I is responsible for matching invoices to purchase orders and entering them. It is also their responsibility to identify any discrepancies with purchase order information and alert the **Finance Director** immediately. In the event a purchase order match cannot be found, the invoice is sent to the recipient Department to be verified. The purchase request must then be processed according to standard procedures. The invoice will not be paid until there is a confirmation receipt.

## **X. PAYROLL & PERSONNEL**

### **A. Payroll (Town)**

Payroll is processed bi-weekly, usually on Monday and Tuesday. The pay period ends on the Sunday proceeding the actual pay day. Pay day is Thursday.

The **Town Administrator** shall be responsible for generating and publishing an official Town timekeeping policy that shall dictate the way in which hours worked are reported to the Finance Department.

All pay rates for union employees are governed by union. Pay rates for non-union employees are approved by the Board of Selectmen. Both items are provided to the Finance Department once respectively signed or approved.

The check register is printed and sent to the Board of Selectmen for approval. Direct deposits are prepared and entered with the Town's banking facility. Taxes, distribution reports, and reconciliation reports are double-checked with the "totals registers" report equaling the gross pay rate.

Quarterly and annual payroll returns shall be filed on-time.

The Human Resources module in the FMS includes all employee-related information, such as employee demographics, work history, salary history, etc. Once an employee record has been entered into the FMS, the employee record in the Payroll module is updated with appropriate deductions, withholding, etc. The Town and Bolton Board of Education are responsible for documenting their individual procedures for adding and removing employees to the payroll system.

The Administrative Clerk II; or another designated Finance Department employee, in the event that Administrative Clerk II is absent; is responsible for managing employee changes in the payroll system. All adjustments require appropriate back up for the particular payroll change (i.e. Form W-4 for tax withholding adjustment, etc.), which are kept in the Town Administrator's office.

Normal deduction information (i.e. taxes, insurance, 401/457) is entered into the payroll system by Finance Department staff when an employee is added. The Payroll Administrator will enter wage attachments (i.e.

Child Support, IRS Penalties), and federal tax and retirement fund adjustments. The Payroll Administrator is also responsible for submitting payments to various companies and organizations based on the deductions.

Both Finance Departments are responsible for tracking and maintaining the listing of retirees and benefits paid by them through the Town and the Board of Education.

### **B. New Hires (Town and Board of Education)**

Town: The **Town Administrator** is responsible for ensuring all appropriate forms are given to and/or signed by the new employee. This authority may be delegated to the **Finance Director**.

Board of Education: The Superintendent is responsible for ensuring all appropriate forms are given to and/or signed by the new employee. This responsibility may be delegated to the School Business Officer.

### **C. Employee Changes (Town and Board of Education)**

Town: For new hires and employee changes, the **Town Administrator** submits support tickets to the Information Technology (IT) department to provide access to all computer related technology needs (financial system, computer network, email system, remote access, other software programs). IT then coordinates with the **Finance Director** re: the FMS. In the case of terminations for cause HR notifies IT ASAP, or as far in advance as possible as to when the computer access must be shut down. For more information, please see the Town's Personnel Policy Manual.

Board of Education: Any change to an employee's information is documented in a Personnel Action Form. The Superintendent is responsible for notifying appropriate parties of employee changes, including the School Business Officer, for changes in the FMS.

For new hires and employee changes, the Superintendent submits support tickets to the Information Technology (IT) department to provide access to all computer related technology needs (financial system, computer network, email system, remote access, other software programs). IT then coordinates with the School Business Officer and re: the FMS. In the case of terminations for cause HR notifies IT ASAP, or as far in advance as possible as to when the computer access must be shut down.

## **XI. FINANCIAL REPORTING**

### **A. Bank Reconciliation**

Bank reconciliations are performed by an administrative clerk and reviewed and approved by the **Finance Director**. All bank reconciliations are done within 30 days of bank closing unless there are underlying circumstances preventing it.

### **B. Accounts Receivable**

The **Finance Director** reviews all deposits to ensure funds are recorded in the appropriate year and account. The Tax Collector's office provides a listing of tax receipts to the Finance Department to record.

### **C. Accounts Payable**

The final check run for the current fiscal year is performed by August 30th of the next fiscal year. Any check runs after the year-end check run are reviewed for prior year invoices.



## **D. Revenues and Expenditures**

Revenue and expenditure detail for each account is reviewed at least quarterly to correct any posting errors and investigate unusual results. For departments with their own systems (ex: Land Use), revenues are reconciled against what is recorded in TIV on a monthly basis. **The Finance Director reviews all Town expenditures and revenues and performs adjusting entries when necessary. A book of these reports and adjusting entries is kept for documentation.**

## **XII. GRANT MANAGEMENT**

### **A. Requests**

#### **1. Grant Applicants Notify Finance Department**

Grant applicants must contact the **Town Administrator** for Town grants or Superintendent of Schools for school grants prior to applying for a grant. The applicant is required to provide detailed information regarding the prospective grant, including a detailed reason for pursuing the grant, what the grant will be used for, who the grant provider is, and what the grant spending requirements/restrictions are.

#### **2. Cost-Benefit**

The **Finance Director** and **Town Administrator** may reject any grants that provide fewer funds than it costs to monitor, process, and apply for the grant.

#### **3. Grant Award Letter**

If the applicant is approved and awarded grant funds, a copy of the applicable award letter must be submitted to and maintained by the Finance Department for tracking purposes.

### **B. Monitoring and Administration**

The Finance Department is responsible for monitoring and tracking all grant activity. The person responsible for the grant administers the grant and he/she will meet with the **Finance Director** or **Town Administrator** on a quarterly basis to discuss the expenditures and budgeted items. The person responsible for the grant is responsible for ensuring all expenditures meet grant requirements. It is up to the discretion of the **Town Administrator** and **Finance Director** to revoke administrative rights in the case the current administrator is incapable of properly managing the grant.

## **XIII. EXPENSE REIMBURSEMENTS**

### **A. General Reimbursements**

Employees are eligible for reimbursement from the town for a number of different expenses, including travel (mileage, lodging, parking, etc.), meals, memberships, supplies, uniforms and more. All Town and Bolton Board of Education employees must have approval in advance from their Department Heads to be eligible for a reimbursement. Employees must submit the Employee Reimbursement Form and all supporting documentation (original receipts only) for reimbursement directly to their Department Heads and Superintendent (if applicable) for review and signed and dated approval. The Employee Reimbursement Form and supporting documentation are then submitted to the Finance Department for further review and approval. Reimbursements are then processed through accounts payable on the Town side and the payroll system on the Board of Education side, with the supporting documentation maintained by the Finance Department for recordkeeping purposes.

Under no circumstances is a Bolton official, at any level, allowed to approve their own expense reimbursements without Finance Department and/or **Town Administrator**/Superintendent review and approval.

### **B. Travel Reimbursements**

Employees authorized to attend conferences, meetings or travel on Town or Board of Education business shall be reimbursed, upon submitting the Employee Reimbursement Form and supporting documentation for reasonable expenditures, transportation costs, and registration fees. Employees must gain advanced approval by completing and submitting a Professional Leave Request form. This form must be submitted prior to any travel or the incurred expenses will not be reimbursed. All employees must adhere to the Town's Mileage Reimbursement Policy if seeking mileage reimbursement. All mileage should be submitted for approval using the Employee Reimbursement Form.

### **C. Employee Reimbursement Form**

This form should be completed in its entirety. If any information is left blank or supporting documentation is not complete, the reimbursement will not be processed until all appropriate information has been received. All reimbursements should be processed monthly at a minimum.

Supplies/Travel/Meals - Attach all supporting original receipts (including the travel authorization form, if appropriate) to the reimbursement, have your Department Head sign off for approval and submit to Finance for processing.

All approval signatures need to be hand written signatures. Stamped signatures will not be accepted for reimbursement.

## **XIV. GIFT CARD MANAGEMENT (Town)**

### **A. Proper Use**

There is a need for the occasional use of gift cards for specific purposes, however given the "cash" nature of these cards, tight internal controls are necessary to avoid any instance or appearance of fraud. The following procedures are in place to effectively manage all Town-owned gift cards:

### **B. Authorization**

The purchase of any gift card, regardless of the denomination or source of funding (i.e. grants), must have prior written approval from either the **Finance Director** or the **Town Administrator**. The request must be signed and must include: the number of cards to be purchased, the merchant, the denomination of each card, the intended recipient(s), and the reason or purpose of the gift card.

### **C. Acceptable Uses**

They include, but may not be limited to:

- a. Volunteer or other appreciation award;
- b. Social Services Assistance program;
- c. Holiday Giving program; and
- d. Other programs as approved by the **Town Administrator**.

### **D. Unacceptable Uses**

They include, but are not limited to:



- a. As an alternate procurement method. In other words, they are not to be purchased to be used at a later date to purchase food or other materials and suppliers for meetings, etc.
- b. As payment to an independent contractor for services or expense reimbursement
- c. As reimbursement to an employee for mileage, meals or other expenses
- d. As reimbursement to a volunteer for mileage, meals or other expenses

### **E. Inventory**

Once purchased, all cards are to be inventoried by the requesting Department and recorded on a Gift Card Inventory List. It is the responsibility of the requesting Department Head to make certain the cards are secured in a locked area with controlled access.

### **F. Distribution**

Distribution of gift cards must be documented either with a letter to the recipient (including name and address) stating the reason and amount of the award, signed by the Department Head (or his/her designee) or signature on the Gift Card Inventory List by both the individual dispensing the card and the recipient.

### **G. Documentation**

On a quarterly basis, prepare a month end report documenting the physical inventory of the gift cards in your possession as compared to the Gift Card Inventory list. Department Head approval is required and a copy of the report must be sent to the Finance office.

### **H. Audit**

All gift card inventories are subject to random, unannounced audit by the Finance Department. Please retain all Inventory Lists and Reports along with copies of all letters to recipients.

## **XV. CREDIT CARD MANAGEMENT**

### **A. Authorization**

The **Town Administrator** and the **Finance Director** shall jointly administer the town's credit card program, and authorization for use and creation of new credit cards must be given by one of those two entities.

### **B. Spending Limits**

The **Town Administrator** and the **Finance Director** shall jointly decide upon regular spending limits on a card-by-card basis, with input from the cardholder's supervisor. Backup to demonstrate the need for the requested limit must be provided by that supervisor at the time of the card's issuance. Cardholders may appeal the decision of the **Town Administrator** and **Finance Director** on spending limits to the First Selectman, whose word on the matter shall be final.

### **C. Temporary Limit Adjustments**

In non-emergency instances, barring the absence of one entity from work, both the **Town Administrator** and **Finance Director** must consent to temporary card limit adjustments, which should be made more than 48 hours in advance of them needing to be approved. Non-emergency limit adjustments can be made up to \$5,000 in each month. Both the **Town Administrator** and the **Finance Director** are authorized to approve temporary limit adjustments of up to \$1,000 in emergency situations, which includes instances in which life or limb are in jeopardy or in which a cardholder is out of town on business and is physically unable to find food, shelter, or transportation back to their place of work.

### **D. Deactivation**

In the event that a card-holding employee is terminated from their employment, it shall be the responsibility of that employee's supervisor or supervisory board Chair to collect their card and return it safely to the Administrative Officer, who shall be responsible for having the card cancelled with the issuing bank. In the event that a card-holding employee submits their two-weeks' notice or otherwise notifies their employer of their intent to resign or retire, that employee's supervisor or supervisory board Chair shall be responsible for collecting their card no less than a week prior to the card-holding employee's last day of work.

#### **E. Miscellaneous**

In the event that these policies do not directly address an aspect of the use of Town and School credit cards, the **Town Administrator** and the **Finance Director** shall have the authority to establish new, interim policies until such a time that these formal procedures are amended by the Board of Selectmen.

### **XVI. BOARD OF EDUCATION STUDENT ACTIVITY ACCOUNTS**

#### **A. Proper Use**

Effective 7/1/2022, the Board of Selectmen allow certain Board of Education department specific revenues which are non-fiduciary in nature to be deposited into the school student activity accounts, which are fiduciary in nature and to allow any remaining unspent balances of these non-fiduciary funds to be carried over from year to year. A listing of the sources and uses of these non-fiduciary funds must be presented to the Board of Education, The Board of Selectmen, the Superintendent of Schools and the Town Administrator for review and approval, including an accounting of funds received and spent annually by October 1 every year. Everyone must agree on the approvals. Any new revenue sources or changes in approved uses that occur during a fiscal year and prior to the yearly review must be submitted to the above mentioned Boards and individuals who must approve the request before the new funds can be received or before the changes in any approved uses can be made.



| FY2023                     | Adopted Budget         | Revised Budget         | Expense YTD          | Balance              | Encumbrance         | Unexpended           | % Expended    |
|----------------------------|------------------------|------------------------|----------------------|----------------------|---------------------|----------------------|---------------|
|                            |                        |                        |                      |                      |                     |                      |               |
| Administration             | \$ 708,256.00          | \$ 642,956.00          | \$ 553,270.57        | \$ 89,685.43         |                     | \$ 89,685.43         | 86.05%        |
| Board of Finance           | \$ 2,200.00            | \$ 2,400.00            | \$ 2,398.99          | \$ 1.01              | \$ -                | \$ 1.01              | 99.96%        |
| Financial Administration   | \$ 237,546.00          | \$ 237,546.00          | \$ 226,432.12        | \$ 11,113.88         | \$ -                | \$ 11,113.88         | 95.32%        |
| Auditing                   | \$ 29,000.00           | \$ 29,000.00           | \$ 28,500.00         | \$ 500.00            | \$ -                | \$ 500.00            | 98.28%        |
| Assessor                   | \$ 131,112.00          | \$ 136,926.00          | \$ 136,557.59        | \$ 368.41            |                     | \$ 368.41            | 99.73%        |
| Tax Collector              | \$ 91,208.00           | \$ 91,208.00           | \$ 86,510.08         | \$ 4,697.92          |                     | \$ 4,697.92          | 94.85%        |
| Fringe Benefits            | \$ 1,036,526.00        | \$ 1,036,526.00        | \$ 921,520.48        | \$ 115,005.52        |                     | \$ 115,005.52        | 88.90%        |
| Town Clerk                 | \$ 137,760.00          | \$ 137,760.00          | \$ 136,419.81        | \$ 1,340.19          | \$ 157.72           | \$ 1,182.47          | 99.14%        |
| Land Use                   | \$ 342,653.00          | \$ 313,839.00          | \$ 291,818.59        | \$ 22,020.41         |                     | \$ 22,020.41         | 92.98%        |
| Planning & Zoning          | \$ 4,250.00            | \$ 4,250.00            | \$ 2,647.42          | \$ 1,602.58          | \$ -                | \$ 1,602.58          | 62.29%        |
| Zoning Board of Appeals    | \$ 1,640.00            | \$ 1,640.00            | \$ 1,118.63          | \$ 521.37            | \$ -                | \$ 521.37            | 68.21%        |
| Property Insurance         | \$ 145,400.00          | \$ 145,400.00          | \$ 110,842.75        | \$ 34,557.25         | \$ -                | \$ 34,557.25         | 76.23%        |
| Probate                    | \$ 6,258.00            | \$ 6,258.00            | \$ 5,940.00          | \$ 318.00            | \$ -                | \$ 318.00            | 94.92%        |
| Inlands/Wetlands           | \$ 2,235.00            | \$ 2,035.00            | \$ 679.35            | \$ 1,355.65          | \$ -                | \$ 1,355.65          | 33.38%        |
| Elections                  | \$ 65,613.00           | \$ 65,613.00           | \$ 52,393.73         | \$ 13,219.27         | \$ 6,194.19         | \$ 7,025.08          | 89.29%        |
| Police                     | \$ 331,050.00          | \$ 331,050.00          | \$ 1,281.72          | \$ 329,768.28        | \$ -                | \$ 329,768.28        | 0.39%         |
| Fire Commission            | \$ 241,385.00          | \$ 241,385.00          | \$ 228,638.02        | \$ 12,746.98         | \$ 5,671.22         | \$ 7,075.76          | 97.07%        |
| Animal Control             | \$ 3,100.00            | \$ 3,100.00            | \$ 3,000.00          | \$ 100.00            | \$ -                | \$ 100.00            | 96.77%        |
| Fire Marshal               | \$ 32,000.00           | \$ 32,000.00           | \$ 18,523.45         | \$ 13,476.55         | \$ -                | \$ 13,476.55         | 57.89%        |
| Emergency Management       | \$ 14,693.00           | \$ 14,693.00           | \$ 10,330.83         | \$ 4,362.17          |                     | \$ 4,362.17          | 70.31%        |
| Highways and Streets       | \$ 1,002,817.00        | \$ 1,002,817.00        | \$ 953,428.06        | \$ 49,388.94         | \$ 16,500.00        | \$ 32,888.94         | 96.72%        |
| Public Building Commission | \$ 4,100.00            | \$ 4,100.00            | \$ 336.50            | \$ 3,763.50          | \$ -                | \$ 3,763.50          | 8.21%         |
| Parks/Town Building Ops    | \$ 803,646.00          | \$ 803,646.00          | \$ 722,195.85        | \$ 81,450.15         | \$ 12,076.89        | \$ 69,373.26         | 91.37%        |
| Public Health Admin        | \$ 28,878.00           | \$ 28,878.00           | \$ 28,014.58         | \$ 863.42            | \$ -                | \$ 863.42            | 97.01%        |
| Seniors / Social Services  | \$ 159,498.00          | \$ 159,498.00          | \$ 143,564.56        | \$ 15,933.44         | \$ 1,485.00         | \$ 14,448.44         | 90.94%        |
| Library                    | \$ 295,408.00          | \$ 295,408.00          | \$ 286,288.03        | \$ 9,119.97          | \$ -                | \$ 9,119.97          | 96.91%        |
| Conservation               | \$ 2,105.00            | \$ 2,105.00            | \$ 1,871.88          | \$ 233.12            | \$ -                | \$ 233.12            | 88.93%        |
| Waste Collection           | \$ 572,454.00          | \$ 600,754.00          | \$ 594,825.33        | \$ 5,928.67          | \$ -                | \$ 5,928.67          | 99.01%        |
| <b>Totals</b>              | <b>\$ 6,432,791.00</b> | <b>\$ 6,372,791.00</b> | <b>\$ 307,476.08</b> | <b>\$ 823,442.08</b> | <b>\$ 42,085.02</b> | <b>\$ 781,357.06</b> | <b>87.85%</b> |

| FY2024 July 31, 2023       | Adopted Budget         | Revised Budget         | Expense YTD          | Balance                | Encumbrance          | Unexpended             | % Expensed   | FY23         | FY22         | FY21         |
|----------------------------|------------------------|------------------------|----------------------|------------------------|----------------------|------------------------|--------------|--------------|--------------|--------------|
| Administration             | \$ 700,500.00          | \$ 700,500.00          | \$ 76,425.81         | \$ 624,074.19          | \$ 562.36            | \$ 623,511.83          | 10.99%       | 4.52%        | 5.12%        | 7.11%        |
| Board of Finance           | \$ 2,450.00            | \$ 2,450.00            | \$ -                 | \$ 2,450.00            | \$ -                 | \$ 2,450.00            | 0.00%        | 0.00%        | 3.02%        | 0.00%        |
| Financial Administration   | \$ 240,308.00          | \$ 240,308.00          | \$ 13,176.18         | \$ 227,131.82          | \$ 700.00            | \$ 226,431.82          | 5.77%        | 5.44%        | 5.78%        | 6.15%        |
| Auditing                   | \$ 45,000.00           | \$ 45,000.00           | \$ -                 | \$ 45,000.00           | \$ -                 | \$ 45,000.00           | 0.00%        | 0.00%        | 0.00%        | 0.00%        |
| Assessor                   | \$ 160,971.00          | \$ 160,971.00          | \$ 10,696.10         | \$ 150,274.90          | \$ 426.00            | \$ 149,848.90          | 6.91%        | 3.98%        | 5.41%        | 6.72%        |
| Tax Collector              | \$ 94,912.00           | \$ 94,912.00           | \$ 6,768.50          | \$ 88,143.50           | \$ -                 | \$ 88,143.50           | 7.13%        | 7.13%        | 7.98%        | 7.80%        |
| Fringe Benefits            | \$ 1,071,100.00        | \$ 1,071,100.00        | \$ 84,977.38         | \$ 986,122.62          | \$ -                 | \$ 986,122.62          | 7.93%        | 5.42%        | 7.17%        | 10.42%       |
| Town Clerk                 | \$ 141,440.00          | \$ 141,440.00          | \$ 8,610.04          | \$ 132,829.96          | \$ 8,510.00          | \$ 124,319.96          | 12.10%       | 11.20%       | 6.33%        | 12.30%       |
| Land Use                   | \$ 386,837.00          | \$ 386,837.00          | \$ 14,710.50         | \$ 372,126.50          | \$ 38,606.00         | \$ 333,520.50          | 13.78%       | 13.15%       | 4.04%        | 9.80%        |
| Planning & Zoning          | \$ 4,205.00            | \$ 4,205.00            | \$ 100.00            | \$ 4,105.00            | \$ -                 | \$ 4,105.00            | 2.38%        | 2.05%        | 0.00%        | 1.29%        |
| Zoning Board of Appeals    | \$ 1,650.00            | \$ 1,650.00            | \$ 75.00             | \$ 1,575.00            | \$ -                 | \$ 1,575.00            | 4.55%        | 0.00%        | 0.00%        | 9.03%        |
| Property Insurance         | \$ 155,000.00          | \$ 155,000.00          | \$ 21,162.79         | \$ 133,837.21          | \$ -                 | \$ 133,837.21          | 13.65%       | 5.56%        | 20.29%       | 18.85%       |
| Probate                    | \$ 7,258.00            | \$ 7,258.00            | \$ -                 | \$ 7,258.00            | \$ -                 | \$ 7,258.00            | 0.00%        | 0.00%        | 0.00%        | 0.00%        |
| Inlands/Wetlands           | \$ 2,235.00            | \$ 2,235.00            | \$ -                 | \$ 2,235.00            | \$ -                 | \$ 2,235.00            | 0.00%        | 0.00%        | 0.00%        | 0.00%        |
| Economic Development       | \$ 2,500.00            | \$ 2,500.00            | \$ -                 | \$ 2,500.00            | \$ -                 | \$ 2,500.00            | 0.00%        | 0.00%        | 0.00%        | 0.00%        |
| Elections                  | \$ 67,830.00           | \$ 67,830.00           | \$ 1,236.46          | \$ 66,593.54           | \$ -                 | \$ 66,593.54           | 1.82%        | 8.36%        | 7.56%        | 3.18%        |
| Police                     | \$ 311,300.00          | \$ 311,300.00          | \$ -                 | \$ 311,300.00          | \$ -                 | \$ 311,300.00          | 0.00%        | 0.00%        | 0.00%        | 0.00%        |
| Fire Commission            | \$ 257,981.00          | \$ 257,981.00          | \$ 2,241.97          | \$ 255,739.03          | \$ 80,901.00         | \$ 174,838.03          | 32.23%       | 9.81%        | 1.21%        | 24.00%       |
| Animal Control             | \$ 6,500.00            | \$ 6,500.00            | \$ 6,500.00          | \$ -                   | \$ -                 | \$ -                   | 100.00%      | 0.00%        | 0.00%        | 0.00%        |
| Fire Marshal               | \$ 32,000.00           | \$ 32,000.00           | \$ 110.40            | \$ 31,889.60           | \$ -                 | \$ 31,889.60           | 0.35%        | 0.41%        | 0.00%        | 6.83%        |
| Emergency Management       | \$ 11,000.00           | \$ 11,000.00           | \$ 192.66            | \$ 10,807.34           | \$ -                 | \$ 10,807.34           | 1.75%        | 8.28%        | 5.81%        | 0.00%        |
| Highways and Streets       | \$ 1,067,767.00        | \$ 1,067,767.00        | \$ 24,926.26         | \$ 1,042,840.74        | \$ 5,169.00          | \$ 1,037,671.74        | 2.82%        | 3.70%        | 10.97%       | 23.79%       |
| Public Building Commission | \$ 4,100.00            | \$ 4,100.00            | \$ -                 | \$ 4,100.00            | \$ -                 | \$ 4,100.00            | 0.00%        | 1.63%        | 0.00%        | 0.00%        |
| Parks/Town Building Ops    | \$ 826,719.00          | \$ 826,719.00          | \$ 34,500.10         | \$ 792,218.90          | \$ 21,297.50         | \$ 770,921.40          | 6.75%        | 4.90%        | 4.18%        | 5.58%        |
| Public Health Admin        | \$ 28,409.00           | \$ 28,409.00           | \$ 7,002.01          | \$ 21,406.99           | \$ -                 | \$ 21,406.99           | 24.65%       | 0.00%        | 0.00%        | 1.20%        |
| Veterans' Commission       | \$ 600.00              | \$ 600.00              | \$ -                 | \$ 600.00              | \$ -                 | \$ 600.00              | 0.00%        | 0.00%        | 0.00%        | 0.00%        |
| Seniors / Social Services  | \$ 175,469.00          | \$ 175,469.00          | \$ 8,300.29          | \$ 167,168.71          | \$ 9,600.00          | \$ 157,568.71          | 10.20%       | 6.03%        | 4.43%        | 10.25%       |
| Library                    | \$ 307,561.00          | \$ 307,561.00          | \$ 12,772.42         | \$ 294,788.58          | \$ 44,086.61         | \$ 250,701.97          | 18.49%       | 14.47%       | 12.30%       | 22.46%       |
| Recreation                 | \$ 11,144.00           | \$ 11,144.00           | \$ -                 | \$ 11,144.00           | \$ -                 | \$ 11,144.00           | 0.00%        | 0.00%        | 0.00%        | 0.00%        |
| Conservation               | \$ 2,105.00            | \$ 2,105.00            | \$ 100.00            | \$ 2,005.00            | \$ -                 | \$ 2,005.00            | 4.75%        | 3.06%        | 4.82%        | 5.40%        |
| Waste Collection           | \$ 597,230.00          | \$ 597,230.00          | \$ 34,246.54         | \$ 562,983.46          | \$ -                 | \$ 562,983.46          | 5.73%        | 5.94%        | 5.58%        | 5.59%        |
| <b>Totals</b>              | <b>\$ 6,724,081.00</b> | <b>\$ 6,724,081.00</b> | <b>\$ 368,831.41</b> | <b>\$ 6,355,249.59</b> | <b>\$ 209,858.47</b> | <b>\$ 6,145,391.12</b> | <b>8.61%</b> | <b>4.31%</b> | <b>4.92%</b> | <b>6.91%</b> |

BUDGET TRANSFER REQUEST  
TO  
BOARD OF SELECTMEN

BUDGET: Town Clerk

Transfer \$ 676 from category Office Operating Exp. to category Payroll

(within budget) from # 1005-041-4147-000000-56120-00000  
to # 1005-041-4147-000000-51610-00000

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

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

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

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

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

Explanation: To account for 10yr Longevity <sup>(Liz)</sup> \$200 + differences in payroll because of increase (supervisor) changed from 2.25% to 2.75%, plus additional coverage funds for Cindy in my absence

Elizabeth C. Waters Signature  
Town Clerk Title  
8/2/23 Date

| Board of Selectmen | Approved |       |
|--------------------|----------|-------|
|                    | Yes      | No    |
| _____              | _____    | _____ |
| _____              | _____    | _____ |
| _____              | _____    | _____ |
| _____              | _____    | _____ |

Comments:  
Approval  
Erin Repp 8/3/23

Date \_\_\_\_\_



**BUDGET TRANSFER REQUEST  
TO  
BOARD OF SELECTMEN**

BUDGET: REFUSE SERVICES

Transfer \$ 3721.18 from category REFUSE Removal to category TIPPING FEES.

(within budget) from # 1005-084-8405-000000-54101-00000  
to # 1005-084-8405-000000-54421-00000

Transfer \$ \_\_\_\_\_ from Budget \_\_\_\_\_ to Budget \_\_\_\_\_  
from category \_\_\_\_\_ to category \_\_\_\_\_  
from # \_\_\_\_\_ - \_\_\_\_\_ - 000000 - \_\_\_\_\_ - 00000  
to # \_\_\_\_\_ - \_\_\_\_\_ - 000000 - \_\_\_\_\_ - 00000

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

Explanation: TO COVER Casella "single stream-in" INVOICE.

Approval  
[Signature] Administrative Officer  
8/3/23 Date

| <u>Board of Selectmen</u> | <u>Approved</u>          |                          |
|---------------------------|--------------------------|--------------------------|
|                           | Yes                      | No                       |
| <u>Robert Morra</u>       | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Mike Eremita</u>       | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Robert DePietro</u>    | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Adam Teller</u>        | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Pam Sawyer</u>         | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: \_\_\_\_\_

Date \_\_\_\_\_

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1494      06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

Account      Amount

Invoice  
Invoice Date

PO No.

QTY

Vendor #

**CONNECTICUT MEDIA GROUP**

Check Group:

|                            |   |   |                 |                                  |  |  |  |          |
|----------------------------|---|---|-----------------|----------------------------------|--|--|--|----------|
| 2 ICE CREAM VENDOR BID ADS | 1 | 0 | 2778400-0608202 | 1005.041.4107.000000.55400.00000 |  |  |  | \$214.85 |
|                            |   |   | 3               |                                  |  |  |  |          |
|                            |   |   | 6/30/2023       | Advertising - Admin.             |  |  |  |          |

Check #: 0

PO/InvoiceTotal: \$214.85  
Vendor Total: \$214.85

**CONNECTICUT NATURAL GAS CORP.**

Check Group:

|                                       |   |   |                  |                                    |  |  |  |          |
|---------------------------------------|---|---|------------------|------------------------------------|--|--|--|----------|
| Heating Fuel - #1656 NRMCM            | 1 | 0 | HEAT 6/9-7/11/23 | 1005.043.4399.000000.56210.00000   |  |  |  | \$505.16 |
|                                       |   |   | 7/13/2023        | Heating Fuel - Town Building Oper. |  |  |  |          |
| Heating Fuel - #1664 NRMCM SMALL TANK | 1 | 0 | HEAT 6/9-7/11/23 | 1005.043.4399.000000.56210.00000   |  |  |  | \$335.92 |
|                                       |   |   | 7/13/2023        | Heating Fuel - Town Building Oper. |  |  |  |          |
| Heating Fuel - #9069 FIRE DEPT        | 1 | 0 | HEAT 6/9-7/11/23 | 1005.043.4399.000000.56210.00000   |  |  |  | \$172.18 |
|                                       |   |   | 7/13/2023        | Heating Fuel - Town Building Oper. |  |  |  |          |
| Heating Fuel - #1148 RST              | 1 | 0 | HEAT 6/9-7/11/23 | 1005.043.4399.000000.56210.00000   |  |  |  | \$107.46 |
|                                       |   |   | 7/13/2023        | Heating Fuel - Town Building Oper. |  |  |  |          |
| Heating Fuel - #8180 PARKS BLDG       | 1 | 0 | HEAT 6/9-7/11/23 | 1005.043.4399.000000.56210.00000   |  |  |  | \$169.29 |
|                                       |   |   | 7/13/2023        | Heating Fuel - Town Building Oper. |  |  |  |          |
| Heating Fuel - #1072 TOWN HALL        | 1 | 0 | HEAT 6/9-7/11/23 | 1005.043.4399.000000.56210.00000   |  |  |  | \$165.85 |
|                                       |   |   | 7/13/2023        | Heating Fuel - Town Building Oper. |  |  |  |          |
| Heating Fuel - #7591 BML              | 1 | 0 | HEAT 6/9-7/11/23 | 1005.043.4399.000000.56210.00000   |  |  |  | \$119.25 |
|                                       |   |   | 7/13/2023        | Heating Fuel - Town Building Oper. |  |  |  |          |
| Heating Fuel - #1461 TOWN GARAGE      | 1 | 0 | HEAT 6/9-7/11/23 | 1005.043.4399.000000.56210.00000   |  |  |  | \$197.09 |
|                                       |   |   | 7/13/2023        | Heating Fuel - Town Building Oper. |  |  |  |          |

Check #: 0

PO/InvoiceTotal: \$1,772.20  
Vendor Total: \$1,772.20

**INCLUSION SOLUTIONS, LLC**

Check Group:



# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1494      06/30/2023

Fiscal Year: 2022-2023

| Vendor Remit Name<br>Description   | Vendor # | QTY | PO No. | Invoice<br>Invoice Date | Account  | Amount                      |
|--|----------|-----|--------|-------------------------|--|-----------------------------|
| FRANKLIN 4 STATION VOTING BOOTHS   |          | 6   | 231593 | 143972<br>6/15/2023     | 1005.041.4197.000000.56120.00000<br>Office Oper. Supplies - Elect.         | \$6,194.19                  |
| Check #: 0   |          |     |        |                         |  |                             |
| J & S RADIO SALES INC.   | T1794    |     |        |                         |  | PO/InvoiceTotal: \$6,194.19 |
| Check Group:   |          |     |        |                         |  |                             |
| FIRE MARSHAL RADIO   |          | 1   | 0      | 33667<br>6/29/2023      | 1005.042.4219.000000.57300.00000<br>Equipment - Fire Marshal               | \$2,020.89                  |
| Check #: 0   |          |     |        |                         |  |                             |
| NATHAN L. JACOBSON & ASSOC. INC.   | 12272    |     |        |                         |  | PO/InvoiceTotal: \$2,020.89 |
| Check Group:   |          |     |        |                         |  |                             |
| 0968-0037 1100 BOSTON TPKE - STUDY   |          | 1   | 0      | 96292<br>2/16/2023      | 2988.041.4151.415124.25000.00000<br>1100 Boston Tpke./PL21-5 & 21-6        | \$175.06                    |
| 0968-0037 1100 BOSTON TPKE - STUDY   |          | 1   | 0      | 97009<br>6/14/2023      | 2988.041.4151.415124.25000.00000<br>1100 Boston Tpke./PL21-5 & 21-6        | \$350.13                    |
| 0968-0037 1100 BOSTON TPKE - STUDY (SERVICES THROUGH JUNE 30)                |          | 1   | 0      | 97151<br>7/14/2023      | 2988.041.4151.415124.25000.00000<br>1100 Boston Tpke./PL21-5 & 21-6        | \$245.09                    |
| 1065-0003 LAUREL WOOD LN SUBDIVISION - INSPECTION (SERVICES THROUGH JUNE 30) |          | 1   | 0      | 97160<br>7/14/2023      | 2988.041.4151.415145.25000.00000<br>Laurel Woods Subdivision 1,3,4,15 & 17 | \$40.91                     |
| Check #: 0   |          |     |        |                         |  |                             |
| STATE OF CT - DEPT OF EMERGENCY  | B40325   |     |        |                         |  | PO/InvoiceTotal: \$811.19   |
| Check Group:   |          |     |        |                         |  |                             |
| ANNUAL RST PAYMENT 7/1/22-6/30/23  |          | 1   | 0      | DPS77701<br>5/16/2023   | 1005.042.4201.000000.55010.00000<br>Other Contract - Police                | \$277,304.31                |
| Check #: 0   |          |     |        |                         |  |                             |
| Vendor Total: \$811.19   |          |     |        |                         |  |                             |

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1494

06/30/2023

Fiscal Year: 2022-2023

Vendor Remit Name  
Description

| Vendor #                                   | QTY | PO No. | Invoice<br>Invoice Date            | Account  | Amount       |
|--|-----|--------|------------------------------------|--|--------------|
|  | 1   | 0      | DPS78263<br>6/12/2023              | 1005.042.4201.000000.55010.000000<br>Other Contract - Police         | \$895.19     |
| RST OVERTIME 5/1-5/31/23                   |     |        |                                    |  |              |
| Check #: 0                                 |     |        |                                    |  |              |
|  |     |        |                                    | PO/InvoiceTotal:   | \$278,199.50 |
|  |     |        |                                    | Vendor Total:  | \$278,199.50 |
| VILLAGE SPRING DISTRIBUTOR LLC             |     | T1169  |                                    |  |              |
| Check Group:                               |     |        |                                    |  |              |
| WATER DELIVERY                             | 1   | 0      | 162712 - FIRE<br>DEPT<br>5/18/2023 | 1005.042.4203.000000.56300.000000<br>Other Supplies - Fire Comm.     | \$31.88      |
| WATER DELIVERY                             | 1   | 0      | 163178 - FIRE<br>DEPT<br>6/15/2023 | 1005.042.4203.000000.56300.000000<br>Other Supplies - Fire Comm.     | \$31.96      |
| Check #: 0                                 |     |        |                                    |  |              |
|  |     |        |                                    | PO/InvoiceTotal:   | \$63.84      |
|  |     |        |                                    | Vendor Total:  | \$63.84      |
| W.H. PREUSS & SONS, INC.                   |     | T24631 |                                    |  |              |
| Check Group:                               |     |        |                                    |  |              |
| 52" SCAG AS PER QUOTE - ORDER DATE 5/16/23 | 1   | 231424 | 159892<br>7/20/2023                | 1005.043.4399.000000.57300.000000<br>Equipment - Town Building Oper. | \$9,975.83   |
| Check #: 0                                 |     |        |                                    |  |              |
|  |     |        |                                    | PO/InvoiceTotal:   | \$9,975.83   |
|  |     |        |                                    | Vendor Total:  | \$9,975.83   |
|  |     |        |                                    | Grand Total:   | \$299,252.49 |

End of Report

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1038

08/10/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description

Account

Invoice Date

PO No.

QTY

Vendor #

ACT GROUP

B8459

Check Group:

SENIOR CENTER COPIER MAINTENANCE  
7/22-10/21/23

1 240248

215640

1005.043.4399.000000.54300.00000

Repair & Maint. Services - Town Build. Oper.

\$43.00

SENIOR CENTER COPIER OVERAGE 4/22-7/21/23

1 240248

215640

1005.043.4399.000000.54300.00000

Repair & Maint. Services - Town Build. Oper.

\$215.04

Check #: 0

PO/InvoiceTotal: \$258.04

ACTION BLUEPRINT AND SUPPLIES, LLC  
T2108

Check Group:

SERVICE CONTRACT FOR MAP COPIER

1 240186

23-07SC1

1005.043.4399.000000.54300.00000

Repair & Maint. Services - Town Build. Oper.

\$828.00

Check #: 0

PO/InvoiceTotal: \$828.00

ANTHEM BLUE CROSS

Check Group:

RETIREE MEDICAL - AUG 2023

1 0

1535180G

1005.000.0000.000000.20770.00000

Insurance Clearing Liability

\$476.22

Check #: 0

PO/InvoiceTotal: \$476.22

ANTHEM LIFE

Check Group:

TOWN LIFE INSURANCE - AUG 2023

1 0

9027068

1005.041.4141.000000.52100.00000

Life Insurance - Empl. Bene

\$178.51

Check #: 0

PO/InvoiceTotal: \$178.51

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1038

08/10/2023

Fiscal Year: 2023-2024

Vendor Remit Name  
Description

Amount

Account

Invoice  
Invoice Date

PO No.

QTY

Vendor #

|  |   |        |  |                                    |  |        |  |                                  |  |            |
|--|---|--------|--|------------------------------------|--|--------|--|----------------------------------|--|------------|
| APPRAISAL INSTITUTE                        |   |        |  |                                    |  |        |  |                                  | Vendor Total:                                  | \$178.51   |
| Check Group:                               |   |        |  |                                    |  |        |  |                                  |  |            |
| 2022-2023 USPAP COURSE "SYNCHRONOUS"       | 1 | 240188 |  | 10/25/23<br>COURSE REG<br>8/2/2023 |  |        |  | 1005.041.4131.000000.53200.00000 | Prof. Educational Training - Assess.           | \$190.00   |
| EDUCATION MATERIAL                         | 1 | 240188 |  | 10/25/23<br>COURSE REG<br>8/2/2023 |  |        |  | 1005.041.4131.000000.53200.00000 | Prof. Educational Training - Assess.           | \$36.00    |
| Check #:                                   | 0 |        |  |                                    |  |        |  |                                  |  |            |
| ART-VENTURES FOR KIDS                      |   |        |  |                                    |  | T13700 |  |                                  | PO/InvoiceTotal:                               | \$226.00   |
| Check Group:                               |   |        |  |                                    |  |        |  |                                  | Vendor Total:                                  | \$226.00   |
| 8/1/23 SUMMER CAMP "ART VENTURES" WORKSHOP | 1 | 240113 |  | 8/1/23<br>WORKSHOP<br>3/29/2023    |  |        |  | 2970.045.4503.300101.53400.00000 | Herrick Park Summer Camp - Other Profess. Serv | \$880.00   |
| Check #:                                   | 0 |        |  |                                    |  |        |  |                                  |  |            |
| BIBLIOMATION INC.                          |   |        |  |                                    |  | T1261  |  |                                  | PO/InvoiceTotal:                               | \$880.00   |
| Check Group:                               |   |        |  |                                    |  |        |  |                                  | Vendor Total:                                  | \$880.00   |
| FY 23/24 OVERDRIVE                         | 1 | 240152 |  | 23-885<br>7/2/2023                 |  |        |  | 1005.045.4501.000000.53520.00000 | Technical Services- Libr.                      | \$1,372.07 |
| Check #:                                   | 0 |        |  |                                    |  |        |  |                                  |  |            |
| Bibliomation Inc.                          |   |        |  |                                    |  |        |  |                                  | PO/InvoiceTotal:                               | \$1,372.07 |
| Check Group:                               |   |        |  |                                    |  |        |  |                                  | Vendor Total:                                  | \$1,372.07 |
| FY 23/24 OVERDRIVE MAGAZINES               | 1 | 240153 |  | 23-985<br>7/2/2023                 |  |        |  | 1005.045.4501.000000.56400.00000 | Library Materials - Libr.                      | \$375.00   |
| Check #:                                   | 0 |        |  |                                    |  |        |  |                                  |  |            |
| Bibliomation Inc.                          |   |        |  |                                    |  |        |  |                                  | PO/InvoiceTotal:                               | \$375.00   |
| Check Group:                               |   |        |  |                                    |  |        |  |                                  | Vendor Total:                                  | \$375.00   |

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1038      08/10/2023

Fiscal Year: 2023-2024

Vendor Remit Name  
Description

| Vendor #   | QTY | PO No. | Invoice Date                        | Account   | Amount      |
|--|-----|--------|-------------------------------------|---|-------------|
| <b>Check Group:</b>                                  |     |        |                                     |   |             |
| FY 23/24 WOWBRARY                                    | 1   | 240154 | 24-45<br>7/10/2023                  | 1005.045.4501.000000.53520.00000<br>Technical Services- Libr.                   | \$490.10    |
|  |     |        | Check #: 0                          |   |             |
|  |     |        |                                     | PO/Invoice Total:   | \$490.10    |
| <b>Check Group:</b>                                  |     |        |                                     |   |             |
| FY 23/24 SYSTEMS OPERATIONS                          | 1   | 240155 | 23-808<br>7/1/2023                  | 1005.045.4501.000000.53520.00000<br>Technical Services- Libr.                   | \$19,513.00 |
|  |     |        | Check #: 0                          |   |             |
|  |     |        |                                     | PO/Invoice Total:   | \$19,513.00 |
|  |     |        |                                     | Vendor Total:   | \$21,750.17 |
| <b>BIG Y FOOD, INC.</b>                              |     |        |                                     |   |             |
|  |     | T40356 |                                     |   |             |
| <b>Check Group:</b>                                  |     |        |                                     |   |             |
| 7/6/23 RHINE RIVER PROGRAM REFRESHMENTS              | 1   | 0      | 045-00030354418<br>7-IN<br>7/6/2023 | 1005.044.4427.000000.56010.00000<br>Supplies - Sen. Serv.                       | \$90.57     |
|  |     |        | Check #: 0                          |   |             |
|  |     |        |                                     | PO/Invoice Total:   | \$90.57     |
|  |     |        |                                     | Vendor Total:   | \$90.57     |
| <b>BRIEN J DEBARI</b>                                |     |        |                                     |   |             |
| <b>Check Group:</b>                                  |     |        |                                     |   |             |
| "CENTER LINE BAND" SUMMER CONCERT PAYMENT<br>7/19/23 | 1   | 240129 | 7/19/23<br>CONCERT<br>3/29/2023     | 2970.045.4503.300109.53400.00000<br>Miscellaneous - Other Professional Services | \$600.00    |
|  |     |        | Check #: 0                          |   |             |
|  |     |        |                                     | PO/Invoice Total:   | \$600.00    |
|  |     |        |                                     | Vendor Total:   | \$600.00    |

**BRYANNA MARTIN**  
Check Group:

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1038

08/10/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description

Vendor # QTY PO No. Invoice Invoice Date Account Amount

FY 23/24 REIMBURSEMENT FOR WORK BOOT PURCHASE 1 0 1005.043.4399.000000.56930.000000 \$100.00

Uniforms - Town Building Oper.

Check #: 0

PO/InvoiceTotal: \$100.00

CASELLA WASTE T5210

Check Group:

Tipping Fees SINGLESTREAM-IN\* - JULY 2023 1 0 1005.084.8405.000000.54421.000000 \$3,893.99

Tipping Fees - Ref. Serv.

Check #: 0

PO/InvoiceTotal: \$3,893.99

COMCAST.

Check Group:

HP INTERNET #5775 1 0 1005.043.4399.000000.55300.000000 \$115.35

Communications - Town Building Oper.

Check #: 0

PO/InvoiceTotal: \$115.35

COTT SYSTEMS INC.

Check Group:

MICROFILM CREATION 1 0 1005.041.4147.000000.53520.000000 \$14.45

Other Contracts - Town Clerk

E-VERIFY 6/27-7/24/23

1 0 1005.041.4147.000000.53520.000000 \$24.44

Other Contracts - Town Clerk

Check #: 0

PO/InvoiceTotal: \$38.89

Check Group:



# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1038

08/10/2023

Fiscal Year: 2023-2024

Vendor Remit Name  
Description

Account

Invoice  
Invoice Date

PO No.

QTY

Vendor #

MONTHLY HOSTED SOLUTION - AUG 2023

Amount

1005.041.4147.000000.53520.00000  
Other Contracts - Town Clerk

154260  
8/1/2023

1 240112

1

\$715.00

Check #: 0

PO/InvoiceTotal: \$715.00  
Vendor Total: \$753.89

CT INFLATABLES LLC

Check Group:

7/25/23 SUMMER CAMP INFLATABLE RENTAL

ORDER #13496293  
3/8/2023

1 240120

1

\$359.12

2970.045.4503.300101.53400.00000  
Herrick Park Summer Camp - Other Profess. Serv

Check #: 0

PO/InvoiceTotal: \$359.12  
Vendor Total: \$359.12

CT SCHOOLS BLDGS & GROUNDS ASSOC.

Check Group:

FY 23/24 MEMBERSHIP FEES - J. BUTRYMOVICH

2023-2024 MEMBERSHIP  
6/28/2023

1 240203

1

\$300.00

1005.043.4399.000000.58100.00000  
Dues & Fees - Town Building Oper.

Check #: 0

PO/InvoiceTotal: \$300.00  
Vendor Total: \$300.00

CTCA.

Check Group:

CONFERENCE FEE SEPT 20-22, 2023

FALL 2023 CONFERENCE  
7/24/2023

1 240205

1

\$295.00

1005.041.4147.000000.53200.00000  
Prof. Educational Training - Town Clerk

Check #: 0

PO/InvoiceTotal: \$295.00  
Vendor Total: \$295.00

EAST RIVER ENERGY

Check Group:

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1038

08/10/2023

Fiscal Year: 2023-2024

Vendor Remit Name  
Description

| Vendor #                                | QTY | PO No. | Invoice<br>Invoice Date             | Account   | Amount                      |
|---|-----|--------|-------------------------------------|---|-----------------------------|
|   | 1   | 0      | 1026016 TWN<br>7/12/2023            | 1005.043.4303.000000.56260.000000<br>Diesel & Gasoline - H.W.               | \$2,443.28                  |
| GAS - 831.80 GAL @ \$2.937343 PER GAL   |     |        |                                     |   |                             |
| Check #: 0                              |     |        |                                     |   |                             |
| ENGLAND TRUE VALUE HARDWARE             |     |        |                                     |   | PO/InvoiceTotal: \$2,443.28 |
| Check Group:                            |     |        |                                     |   | Vendor Total: \$2,443.28    |
| SPARK PLUG                              | 1   | 0      | TRANSACTION<br>#799381<br>7/1/2023  | 1005.042.4203.000000.56100.000000<br>Repairs & Maint. Supplies - Fire Comm. | \$4.79                      |
| PADLOCK & PAINT                         | 1   | 0      | TRANSACTION<br>#800869<br>7/13/2023 | 1005.042.4203.000000.56100.000000<br>Repairs & Maint. Supplies - Fire Comm. | \$37.97                     |
| BATTERIES, PLIERS, MALLET & HAMMER      | 1   | 0      | TRANSACTION<br>#801769<br>7/20/2023 | 1005.045.4501.000000.56120.000000<br>Office Oper. Supplies - Libr.          | \$91.95                     |
| Check #: 0                              |     |        |                                     |   |                             |
| EVERSOURCE.                             |     |        |                                     |   | PO/InvoiceTotal: \$134.71   |
| Check Group:                            |     |        |                                     |   | Vendor Total: \$134.71      |
| Electricity - FIRE DEPT #2007           | 1   | 0      | #2007<br>6/20-7/20/23<br>7/20/2023  | 1005.043.4399.000000.56220.000000<br>Electricity - Town Building Oper.      | \$530.19                    |
| Electricity - TOWN HALL/COMM HALL #2014 | 1   | 0      | #2014<br>6/20-7/20/23<br>7/20/2023  | 1005.043.4399.000000.56220.000000<br>Electricity - Town Building Oper.      | \$786.00                    |
| Electricity - 98 NOTCH REAR #2020       | 1   | 0      | #2020<br>6/20-7/20/23<br>7/20/2023  | 1005.043.4399.000000.56220.000000<br>Electricity - Town Building Oper.      | \$620.14                    |
| Electricity - LIONS #2031               | 1   | 0      | #2031<br>6/20-7/20/23<br>7/20/2023  | 1005.043.4399.000000.56220.000000<br>Electricity - Town Building Oper.      | \$57.17                     |

# Town of Bolton

## Voucher Detail Listing

Fiscal Year: 2023-2024

Vendor Remit Name  
Description

Voucher Batch Number: 1038

08/10/2023

| Vendor # | QTY | PO No. | Invoice<br>Invoice Date            | Account   | Amount   |
|----------|-----|--------|------------------------------------|---|----------|
|          | 1   | 0      | #2045<br>6/20-7/20/23<br>7/20/2023 | 1005.043.4399.000000.56220.00000<br>Electricity - Town Building Oper. | \$783.29 |
|          | 1   | 0      | #2055<br>6/20-7/20/23<br>7/20/2023 | 1005.043.4399.000000.56220.00000<br>Electricity - Town Building Oper. | \$44.08  |
|          | 1   | 0      | #2075<br>6/20-7/20/23<br>7/20/2023 | 1005.043.4399.000000.56220.00000<br>Electricity - Town Building Oper. | \$44.00  |
|          | 1   | 0      | #2086<br>6/20-7/20/23<br>7/20/2023 | 1005.043.4399.000000.56220.00000<br>Electricity - Town Building Oper. | \$75.74  |
|          | 1   | 0      | #2092<br>6/20-7/20/23<br>7/20/2023 | 1005.043.4399.000000.56220.00000<br>Electricity - Town Building Oper. | \$855.03 |
|          | 1   | 0      | #4029<br>6/20-7/20/23<br>7/20/2023 | 1005.043.4399.000000.56220.00000<br>Electricity - Town Building Oper. | \$19.38  |
|          | 1   | 0      | #4069<br>6/20-7/20/23<br>7/20/2023 | 1005.043.4399.000000.56220.00000<br>Electricity - Town Building Oper. | \$420.51 |
|          | 1   | 0      | #4071<br>6/21-7/21/23<br>7/21/2023 | 1005.043.4399.000000.56220.00000<br>Electricity - Town Building Oper. | \$30.00  |
|          | 1   | 0      | #5034<br>6/14-7/14/23<br>7/20/2023 | 1005.043.4399.000000.56220.00000<br>Electricity - Town Building Oper. | \$12.45  |
|          | 1   | 0      | #6034<br>6/20-7/20/23<br>7/20/2023 | 1005.043.4399.000000.56220.00000<br>Electricity - Town Building Oper. | \$44.86  |
|          | 1   | 0      | #9098<br>6/20-7/20/23<br>7/20/2023 | 1005.043.4399.000000.56220.00000<br>Electricity - Town Building Oper. | \$218.29 |

Check #: 0

PO/InvoiceTotal: \$4,541.13

Vendor Total: \$4,541.13

FASTSIGNS.

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1038      08/10/2023

Fiscal Year: 2023-2024

Vendor Remit Name  
Description

| Vendor #           | QTY | PO No. | Invoice Date                       | Account  | Amount     |
|--------------------|-----|--------|------------------------------------|--|------------|
| Check Group:       |     |        |                                    |  |            |
|                    | 1   | 240262 | 396-15302<br>7/11/2023             | 2822.049.4910.000000.56100.05095<br>Community Connectivity Grant-Supplies          | \$1,356.16 |
|                    |     |        |                                    | Check #: 0   |            |
|                    |     |        |                                    | PO/Invoice Total:  | \$1,356.16 |
|                    |     |        |                                    | Vendor Total:  | \$1,356.16 |
| FIRST STUDENT, INC |     |        |                                    |  |            |
|                    |     |        |                                    | B3386  |            |
| Check Group:       |     |        |                                    |  |            |
|                    | 1   | 240049 | SF-056871<br>7/14/2023             | 2970.045.4503.300101.53400.00000<br>Herrick Park Summer Camp - Other Profess. Serv | \$470.00   |
|                    |     |        |                                    | Check #: 0   |            |
|                    |     |        |                                    | PO/Invoice Total:  | \$470.00   |
| Check Group:       |     |        |                                    |  |            |
|                    | 1   | 240108 | SF-065483<br>7/28/2023             | 2970.045.4503.300101.53400.00000<br>Herrick Park Summer Camp - Other Profess. Serv | \$268.25   |
|                    |     |        |                                    | Check #: 0   |            |
|                    |     |        |                                    | PO/Invoice Total:  | \$268.25   |
| Check Group:       |     |        |                                    |  |            |
|                    | 1   | 240109 | SF-067120<br>7/31/2023             | 2970.045.4503.300101.53400.00000<br>Herrick Park Summer Camp - Other Profess. Serv | \$423.00   |
|                    |     |        |                                    | Check #: 0   |            |
|                    |     |        |                                    | PO/Invoice Total:  | \$423.00   |
|                    |     |        |                                    | Vendor Total:  | \$1,161.25 |
| FRONTIER.          |     |        |                                    |  |            |
|                    |     |        |                                    |  |            |
| Check Group:       |     |        |                                    |  |            |
|                    | 1   | 0      | #1243<br>7/17-8/16/23<br>7/17/2023 | 1005.043.4399.000000.55300.00000<br>Communications - Town Building Oper.           | \$308.87   |
|                    |     |        |                                    | Check #: 0   |            |

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1038      08/10/2023

Fiscal Year: 2023-2024

Vendor Remit Name  
Description

| Vendor #  | QTY | PO No. | Invoice Date                       | Account  | Amount   |
|---|-----|--------|------------------------------------|--|----------|
| <b>FUSION CROSS-MEDIA LLC</b>                         |     |        |                                    |  |          |
| Check Group:  |     |        |                                    |  |          |
| 1 BOX OF 500 NO. 10 TOWN CLERK ENVELOPES              | 1   | 0      | 64452<br>7/11/2023                 | 1005.041.4147.000000.56120.00000<br>Office Oper. Supplies - Town Clerk   | \$101.60 |
| 1 BOX OF 500 NO. 10 REC DEPT ENVELOPES                | 1   | 0      | 64500<br>7/20/2023                 | 2970.045.4503.300112.56120.00000<br>Office Operations - General Supplies | \$100.22 |
| WHITE #60 ASSESSOR'S OFFICE LETTERHEAD - 1 BOX OF 500 | 1   | 0      | 64513<br>7/24/2023                 | 1005.041.4131.000000.56120.00000<br>Office Oper. Supplies - Assess.      | \$76.56  |
| Check #: 0  |     |        |                                    |  |          |
| PO/InvoiceTotal:                                      |     |        |                                    |  | \$308.87 |
| Vendor Total:   |     |        |                                    |  | \$308.87 |
| <b>GALLS LLC</b>                                      |     |        |                                    |  |          |
| Check Group:  |     |        |                                    |  |          |
| 2 FIRE MARSHAL BADGES                                 | 1   | 0      | 25105873<br>7/18/2023              | 1005.042.4219.000000.56010.00000<br>Supplies - Fire Marshal              | \$268.39 |
| Check #: 0  |     |        |                                    |  |          |
| PO/InvoiceTotal:                                      |     |        |                                    |  | \$278.38 |
| Vendor Total:   |     |        |                                    |  | \$278.38 |
| <b>HARTFORD COURANT.</b>                              |     |        |                                    |  |          |
| Check Group:  |     |        |                                    |  |          |
| FY 23/24 SUBSCRIPTION THROUGH 6/13/24                 | 1   | 240151 | RENEW THRU<br>6/13/24<br>6/14/2023 | 1005.045.4501.000000.56400.00000<br>Library Materials - Libr.            | \$675.44 |
| Check #: 0  |     |        |                                    |  |          |
| PO/InvoiceTotal:                                      |     |        |                                    |  | \$268.39 |
| Vendor Total:   |     |        |                                    |  | \$268.39 |
| <b>HILLYARD - NEW ENGLAND</b>                         |     |        |                                    |  |          |
| Check Group:  |     |        |                                    |  |          |
| PO/InvoiceTotal:                                      |     |        |                                    |  | \$675.44 |
| Vendor Total:   |     |        |                                    |  | \$675.44 |



# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1038

08/10/2023

Fiscal Year: 2023-2024

Vendor Remit Name  
Description

| Vendor #  | QTY | PO No. | Invoice Date          | Account  | Amount   |
|---|-----|--------|-----------------------|--|----------|
| 8 HIL0100904 AFRC RESTROOM CLEANER  | 1   | 240122 | 605177608             | 1005.043.4399.000000.56100.00000<br>Supplies - Town Building Oper.           | \$457.27 |
| HIL0040403 SOAP AFFINITY PINK LOTION  | 6   | 240122 | 605177608             | 1005.043.4399.000000.56100.00000<br>Supplies - Town Building Oper.           | \$380.40 |
| 4 PAP303759 TOILET TISSUE JUMBO 2-PLY   | 1   | 240122 | 605177608             | 1005.043.4399.000000.56100.00000<br>Supplies - Town Building Oper.           | \$218.87 |
| IMP334TOILET BOWL DELUXE BRUSH  | 12  | 240122 | 605177608             | 1005.043.4399.000000.56100.00000<br>Supplies - Town Building Oper.           | \$58.92  |
| 2 HIL15033 URINAL SENTRY W ND DEO BLOCK CHERRY  | 1   | 240122 | 605177608             | 1005.043.4399.000000.56100.00000<br>Supplies - Town Building Oper.           | \$61.47  |
| <p>Check #: 0</p> <p>PO/Invoice Total: \$1,176.93</p> <p>Vendor Total: \$1,176.93</p> |     |        |                       |  |          |
| <p>IVORYTON PLAYHOUSE FOUNDATION INC</p> <p>Check Group:</p>                          |     |        |                       |  |          |
| THEATER TICKETS - GROUP RATE FOR 9/6/23 "JERSEY BOYS" MATINEE                         | 21  | 240131 | JERSEY BOYS<br>9/6/23 | 1005.000.0000.000000.20795.00000<br>Seniors Activities Exchange Account      | \$945.00 |
| <p>Check #: 0</p> <p>PO/Invoice Total: \$945.00</p> <p>Vendor Total: \$945.00</p>     |     |        |                       |  |          |
| <p>JOBY B ROGERS</p> <p>Check Group:</p>  |     |        |                       |  |          |
| INSTRUCTOR FEE FOR 9/14/23 "MAKE UP FOR THE MATURE WOMAN" PROGRAM                     | 1   | 240149 | EVENT DATE<br>9/14/23 | 1005.044.4427.000000.53400.00000<br>Other Professional Services - Sen. Serv. | \$300.00 |
| <p>Check #: 0</p> <p>PO/Invoice Total: \$300.00</p> <p>Vendor Total: \$300.00</p>     |     |        |                       |  |          |
| <p>JORDAN RICHARD</p> <p>Check Group:</p>   |     |        |                       |  |          |

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1038

08/10/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description

Account

Invoice Invoice Date

PO No.

QTY

Vendor #

Amount

|  |    |        |                                      |                                  |  |            |
|--|----|--------|--------------------------------------|----------------------------------|--|------------|
| "BULLDOG BASKETBALL" SUMMER CAMP<br>INSTRUCTOR FEE PER CHILD | 19 | 240207 | JULY 2023<br>BBALL CAMP<br>3/31/2023 | 2970.045.4503.300102.53400.00000 | Other Summer Camp - Other Prof. Servi. | \$1,425.00 |
|--|----|--------|--------------------------------------|----------------------------------|--|------------|

Check #: 0

PO/Invoice Total: \$1,425.00  
Vendor Total: \$1,425.00

MACC

T1741

Check Group:

|   |   |        |                                     |                                  |                                    |            |
|---|---|--------|-------------------------------------|----------------------------------|------------------------------------|------------|
| FY 23/24 QTR 1 SHARED SERVICES CONTRIBUTION<br>JULY-SEPT 2023 | 1 | 240114 | QTR 1 PYMT FY<br>23/24<br>7/21/2023 | 1005.044.4427.000000.55010.00000 | Shared Services/MACC - Sen. Servi. | \$2,000.00 |
|---|---|--------|-------------------------------------|----------------------------------|------------------------------------|------------|

Check #: 0

PO/Invoice Total: \$2,000.00  
Vendor Total: \$2,000.00

MICHAEL ARMENTANO

Check Group:

|  |   |        |                            |                                  |   |          |
|--|---|--------|----------------------------|----------------------------------|---|----------|
| "ROCK SOLID ALIBI" SUMMER CONCERT FEE 8/2/23 | 1 | 240125 | 8/2/23 CONCERT<br>4/3/2023 | 2970.045.4503.300109.53400.00000 | Miscellaneous - Other Professional Services | \$675.00 |
|--|---|--------|----------------------------|----------------------------------|---|----------|

Check #: 0

PO/Invoice Total: \$675.00  
Vendor Total: \$675.00

NEW ENGLAND AIR MUSEUM

T2083

Check Group:

|                                       |   |        |                                     |                                  |  |          |
|---------------------------------------|---|--------|-------------------------------------|----------------------------------|--|----------|
| 7/27/23 SUMMER CAMP MUSEUM FIELD TRIP | 1 | 240117 | 7/27/23 GROUP<br>VISIT<br>7/24/2023 | 2970.045.4503.300101.53400.00000 | Herrick Park Summer Camp - Other Profess. Serv | \$556.00 |
|---------------------------------------|---|--------|-------------------------------------|----------------------------------|--|----------|

Check #: 0

PO/Invoice Total: \$556.00  
Vendor Total: \$556.00

NORTH CENTRAL CONSERVATION DISTRICT

Check Group:

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1038

08/10/2023

Fiscal Year: 2023-2024

Vendor Remit Name  
Description

Account

Invoice  
Invoice Date

PO No.

QTY

Vendor #

FY 23/24 ANNUAL CONTRIBUTION

Amount

|   |        |                                     |                                  |   |          |
|---|--------|-------------------------------------|----------------------------------|---|----------|
| 1 | 240187 | FY23/24<br>CONTRIBUTION<br>1/4/2023 | 1005.041.4151.000000.53300.00000 | Professional/ Tech Serv - Build. & Land Use | \$779.00 |
|---|--------|-------------------------------------|----------------------------------|---|----------|

Check #: 0

PO/InvoiceTotal: \$779.00  
Vendor Total: \$779.00

### NORTHEAST AQUATIC RESEARCH

Check Group:

|   |   |  |                                  |                                     |          |
|---|---|--|----------------------------------|-------------------------------------|----------|
| 1 | 0 | 7/15/23 LAB ANALYSIS - LOWER BOLTON LAKE<br>WATER SAMPLE | 1005.041.4107.000000.53300.00000 | Professional/Tech Services - Admin. | \$168.00 |
|---|---|--|----------------------------------|-------------------------------------|----------|

Check #: 0

PO/InvoiceTotal: \$168.00  
Vendor Total: \$168.00

### NOVUS INSIGHT, INC

Check Group:

|   |   |                             |                                  |                               |            |
|---|---|-----------------------------|----------------------------------|-------------------------------|------------|
| 1 | 0 | 1 YR MICROSOFT 365 LICENSES | 1005.041.4107.000000.53520.00000 | Other Tech. Services - Admin. | \$7,744.00 |
|---|---|-----------------------------|----------------------------------|-------------------------------|------------|

Check #: 0

PO/InvoiceTotal: \$7,744.00  
Vendor Total: \$7,744.00

### PATRICE L CARSON

Check Group:

|      |   |   |                                  |   |            |
|------|---|---|----------------------------------|---|------------|
| 33.5 | 0 | HOURLY CONSULTING SERVICES 7/10-7/16/23 | 1005.041.4151.000000.53300.00000 | Professional/ Tech Serv - Build. & Land Use | \$2,345.00 |
|------|---|---|----------------------------------|---|------------|

Check #: 0

PO/InvoiceTotal: \$4,445.00  
Vendor Total: \$4,445.00

HOURLY CONSULTING SERVICES 7/17-7/23/23

Check #: 0

PO/InvoiceTotal: \$4,445.00  
Vendor Total: \$4,445.00

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1038

08/10/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description

Account

Invoice Date

PO No.

QTY

Vendor #

Check Group:

Amount

8/8/23 SUMMER CAMP WORKSHOP  
 2970.045.4503.300101.53400.00000  
 Herrick Park Summer Camp - Other Profess. Serv  
 13375813  
 3/9/2023  
 1 240128  
 1  
 Vendor #

Check #: 0  
 PO/Invoice Total: \$518.45  
 Vendor Total: \$518.45

THE BOSTON GLOBE

Check Group:

NEWSPAPER HOME DELIVERY THROUGH 7/16/23  
 1005.045.4501.000000.56400.00000  
 Library Materials - Libr.  
 8/13/23  
 7/17/2023  
 1 0  
 RENEW THRU  
 8/13/23  
 7/17/2023  
 1 0  
 NEWSPAPER SUBSCRIPTION THROUGH 8/13/23  
 1005.045.4501.000000.56400.00000  
 Library Materials - Libr.  
 8/13/23  
 7/17/2023  
 1 0  
 RENEW THRU  
 8/13/23  
 7/17/2023  
 1 0  
 INVOICE PROCESSING FEE  
 1005.045.4501.000000.56400.00000  
 Library Materials - Libr.  
 8/13/23  
 7/17/2023

Check #: 0  
 PO/Invoice Total: \$47.00  
 Vendor Total: \$47.00

THE NEW YORK TIMES

Check Group:

7/9/23-7/6/24 NEWSPAPER SUBSCRIPTION  
 1005.045.4501.000000.56400.00000  
 Library Materials - Libr.  
 3589EBFF2327  
 7/9/2023  
 1 240145  
 1  
 Vendor #

Check #: 0  
 PO/Invoice Total: \$561.00  
 Vendor Total: \$561.00

TOM KNIGHT PUPPETS

Check Group:

7/20/23 "THE LIBRARY BOOGIE" MUSICAL PUPPET SHOW  
 1005.045.4501.000000.53400.00000  
 Other Professional Services - Librar.  
 3342  
 7/20/2023  
 1 240150  
 1  
 Vendor #

Check #: 0  
 PO/Invoice Total: \$300.00  
 Vendor Total: \$300.00

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1038

08/10/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description

| Vendor #  | QTY | PO No. | Invoice Date | Account                                     | Amount     |
|---|-----|--------|--------------|---|------------|
| TREASURER - STATE OF CONN                             |     |        |              |   |            |
| Check Group:  |     |        |              |   |            |
| COMMUNITY INVESTMENT - JULY 2023                      | 1   | 0      | JULY 2023    | 1005.000.0000.000000.20792.00000            | \$1,188.00 |
|   |     |        | 8/1/2023     | Housing/Open Space/Rec Fee Exchange Account |            |
| NOMINEE AS GRANTOR (ASSIGNOR OR RELEASOR) - JULY 2023 | 1   | 0      | JULY 2023    | 1005.000.0000.000000.20792.00000            | \$635.00   |
|   |     |        | 8/1/2023     | Housing/Open Space/Rec Fee Exchange Account |            |
| NOMINEE AS GRANTOR/GRANTEE - JULY 2023                | 1   | 0      | JULY 2023    | 1005.000.0000.000000.20792.00000            | \$440.00   |
|   |     |        | 8/1/2023     | Housing/Open Space/Rec Fee Exchange Account |            |
| Check #: 0  |     |        |              |   |            |
| PO/InvoiceTotal: \$300.00                             |     |        |              |   |            |
| Vendor Total: \$300.00                                |     |        |              |   |            |
| TREASURER, STATE OF CONNECTICUT.                      |     |        |              |   |            |
| Check Group:  |     |        |              |   |            |
| HISTORIC DOC PRESERVATION - JULY 2023                 | 1   | 0      | JULY 2023    | 1005.000.0000.000000.20790.00000            | \$264.00   |
|   |     |        | 8/1/2023     | Hist Doc Preservation Exchange Account      |            |
| Check #: 0  |     |        |              |   |            |
| PO/InvoiceTotal: \$264.00                             |     |        |              |   |            |
| Vendor Total: \$264.00                                |     |        |              |   |            |
| TYCHE PLANNING & POLICY GROUP, LLC                    |     |        |              |   |            |
| Check Group:  |     |        |              |   |            |
| ZEO MONTHLY SERVICES - JULY 2023                      | 1   | 240105 | 021_2023_07  | 1005.041.4151.000000.53300.00000            | \$2,000.00 |
|   |     |        | 8/1/2023     | Professional/ Tech Serv - Build. & Land Use |            |
| Check #: 0  |     |        |              |   |            |
| PO/InvoiceTotal: \$2,000.00                           |     |        |              |   |            |
| Vendor Total: \$2,000.00                              |     |        |              |   |            |
| UMASS CONFERENCE SERVICES                             |     |        |              |   |            |
| Check #: 0  |     |        |              |   |            |
| PO/InvoiceTotal: \$2,000.00                           |     |        |              |   |            |
| Vendor Total: \$2,000.00                              |     |        |              |   |            |



# Town of Bolton

## Voucher Detail Listing

Fiscal Year: 2023-2024

Vendor Remit Name Description

Voucher Batch Number: 1038

08/10/2023

| Vendor #   | QTY | PO No. | Invoice Invoice Date    | Account  | Amount     |
|--|-----|--------|-------------------------|--|------------|
| <b>Check Group:</b>  |     |        |                         |  |            |
| REGISTRATION FOR BLDG OFFICIALS SEMINAR<br>10/2-10/4/23 - R. HECKMAN | 1   | 240263 | PR24032-16<br>7/26/2023 | 1005.041.4151.000000.53200.00000<br>Prof. Educational Training - Build. & Land Use | \$400.00   |
| SEMINAR PARKING PASS   | 1   | 240263 | PR24032-16<br>7/26/2023 | 1005.041.4151.000000.53200.00000<br>Prof. Educational Training - Build. & Land Use | \$25.00    |
|  |     |        |                         | Check #: 0   |            |
|  |     |        |                         | PO/Invoice Total:  | \$425.00   |
|  |     |        |                         | Vendor Total:  | \$425.00   |
| <b>VERIZON WIRELESS</b>  |     |        |                         |  |            |
| <b>Check Group:</b>  |     |        |                         |  |            |
| TOWN TELEPHONE - REC DEPT #1082                                      | 1   | 0      | 9939977406<br>7/18/2023 | 1005.043.4399.000000.55300.00000<br>Communications - Town Building Oper.           | \$40.01    |
| TOWN TELEPHONE - PARKS DEPT #7775                                    | 1   | 0      | 9939977406<br>7/18/2023 | 1005.043.4399.000000.55300.00000<br>Communications - Town Building Oper.           | \$26.52    |
| TOWN TELEPHONE - JIM RUPERT #3386                                    | 1   | 0      | 9939977406<br>7/18/2023 | 1005.043.4399.000000.55300.00000<br>Communications - Town Building Oper.           | \$50.36    |
| SENIOR CTR PHONE - LINE 1 #1130                                      | 1   | 0      | 9939977406<br>7/18/2023 | 1005.044.4427.000000.55300.00000<br>Telephone - Sen. Serv.                         | \$18.15    |
| SENIOR CTR PHONE - LINE 2 #5383                                      | 1   | 0      | 9939977406<br>7/18/2023 | 1005.044.4427.000000.55300.00000<br>Telephone - Sen. Serv.                         | \$18.15    |
| EQUIPMENT CREDIT - NEW HWY DEPT CELL PHONE<br>RETURNED               | 1   | 0      | 9939977406<br>7/18/2023 | 1005.043.4399.000000.55300.00000<br>Communications - Town Building Oper.           | (\$149.99) |
|  |     |        |                         | Check #: 0   |            |
|  |     |        |                         | PO/Invoice Total:  | \$3.20     |
| <b>Check Group:</b>  |     |        |                         |  |            |
| FIRE DEPT CELL PHONE - JULY 2023                                     | 1   | 240260 | 9938945249<br>7/6/2023  | 1005.042.4203.000000.55300.00000<br>Communications - Fire Comm.                    | \$124.93   |
| FIRE DEPT CELL PHONE - 1 MONTH INTERNATIONAL<br>PLAN CHARGE          | 1   | 240260 | 9938945249<br>7/6/2023  | 1005.042.4203.000000.55300.00000<br>Communications - Fire Comm.                    | \$100.00   |

# Town of Bolton

## Voucher Detail Listing

Voucher Batch Number: 1038

Fiscal Year: 2023-2024

08/10/2023

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

Check #: 0

PO/Invoice Total: \$224.93

Vendor Total: \$228.13

VILLAGE SPRING DISTRIBUTOR LLC

T1169

Check Group:

WATER

1 0

163653 - SENIOR CTR  
1005.044.4427.000000.56010.00000

\$24.85

7/13/2023 Supplies - Sen. Serv.

Check #: 0

PO/Invoice Total: \$24.85

Vendor Total: \$24.85

WATERS EDGE RESORT & SPA

Check Group:

NIGHTLY RATE FOR HOTEL STAY DURING  
CONFERENCE

2 240204

CONF #REWAT27254  
7/24/2023 Prof. Educational Training - Town Clerk

\$350.00

Check #: 0

PO/Invoice Total: \$350.00

Vendor Total: \$350.00

Grand Total: \$69,467.83

End of Report

Town Administrator Report

8/4/2023

- FMLA Paperwork for A. Johnson
- Handled Employee Grievance
- BLRWPCA Insurance Renewals
- Eviction Paperwork and Storage for Euclid Lane
- Meeting w/Eversource about Emergency Portal
- Lake Drawdown Electronic Submission Completed
- Meeting w/Bike Walk Bolton
- Opioid Settlement Information Put into Portal – 2 Checks Already Received
- Meeting w/Pam Phillips about Opioid Grant and Submittal of Grant
- Site Walk Re: Temporary Building
- Good Progress on Connectivity Grant
- Met w/Liz Thornton Re: Hosting First Quarterly Supervisor's Meeting at the Library,
- Connecting Conservation Commission and Library with All American Waste Outreach Coordinator about Composting Education
- Met w/Liz T. about Final Details on the Patio
- Investigating the Possibility of Installing EV Chargers at Library with Grant \$\$
- Soliciting Bids for the Patio
- Relisted Brush Truck
- Coventry Sewer Extension Meeting & Paperwork
- Hop River Trail Alliance Meeting to Define Goals for Upcoming Year
- Meeting w/Resident re: Pop Up Parties
- Boat Ride w/FBL on Lower Bolton Lake to Demonstrate Lake Testing Procedures

Respectfully Submitted,

James Rupert