



Town of Bolton

222 BOLTON CENTER ROAD • BOLTON, CT 06043

February 28, 2024

Town of Bolton
Board of Selectman
222 Bolton Center Rd.
Bolton, CT 06043

Re: Training Requirement

Dear Board of Selectman:

Please be advised that Members serving on this Board as of January 1, 2023, have completed the required 4 hour-training per Conn. Gen. Stat. § 8-4c., including at least one (1) hour of training regarding affordable and fair housing policies. This training was completed by December 31, 2023.

I have completed 1.75 hours of the training and will be sure to complete the remainder of the requirement within the 2024 calendar year.

Sincerely,

Morris Silverstein, Chairman
Zoning Board of Appeals
Town of Bolton



Town of Bolton

222 BOLTON CENTER ROAD • BOLTON, CT 06043

February 26, 2024

Town of Bolton
Board of Selectman
222 Bolton Center Rd.
Bolton, CT 06043

Re: Training Requirement

Dear Board of Selectman:

Please be advised that the Members of the Planning and Zoning Commission have completed the required training per Conn. Gen. Stat. § 8-4c.

Sincerely,

Thomas A. Manning, Chairman
Planning & Zoning Commission

**BOLTON BOARD OF SELECTMEN
REGULAR MEETING
7:00 PM, TUESDAY, FEBRUARY 6, 2024
BOLTON TOWN HALL, 222 BOLTON CENTER ROAD
In-Person and Virtual (Hybrid Format)**

MINUTES

Board of Selectmen Members Present In-Person: First Selectman Rodney Fournier, Deputy First Selectman Robert Morra, Amanda Gordon, Mather Clarke, Gwen Marrion, Pamela Sawyer

Board of Selectmen Members Present Via Zoom: Tim Sadler

Staff Present In-Person: Town Administrator James Rupert

Staff Present Via Zoom: Recording Secretary Linda H. McDonald

Others Present Via Zoom: Nick Lavigne (Community Voice Channel), Registrar of Voters Sandra Pierog

Others Present In-Person: Bolton Heritage Farm Commission Chair Arlene Fiano, Bolton Heritage Farm Commission Secretary Beth Harney, Robb Goehring, Rhea Klein, Cynthia Russell-Williams, Thomas Williams, Leslie Shea, Diane DeNunzio, Fire Chief Bruce Dixon, Damian Pec, James Aldrich, Trudy Mitchell

1. **Call to Order:** R. Fournier called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

2. **Public Comment:**

Damian Pec of 149 South Road read a letter he submitted to the board in opposition to the proposed parking lot on South Road. He said he understands the need for public facilities, but stated reasons why he believes this location poses serious threats to property values and the safety of residents. He submitted a petition into the record.

Sandra Pierog requested that the emergency election plans be reviewed as soon as possible and the members forward any questions and concerns to the Town Administrator before Thursday's meeting. Any revisions to the plans will have to be made and incorporated into the plans at Thursday's meeting in order to get the approved plans to the Secretary of State before 4 p.m. on Friday.

Sandra Pierog also asked the board to correct the January 16, 2024 minutes regarding the award of the Rose Farm lease. She said it is no longer referred to as Rose Farm, but now is called the fields at Heritage Farm. S. Pierog recommended correcting the language on the lease agreement as well.

Jim Aldrich of 35 Hanover Farms Road, former member of the Charter Revision Commission, said he has come before the board before on the topic of a pay and benefits package for the First Selectman. He would like to be informed when this topic will be on the board's agenda and when he will have the opportunity to meet with the subcommittee on this. He said he wants to make sure he is included on whatever plan there is for that.

Robb Goehring of 126 South Road read a letter in opposition to the entire parking lot project on South Road going ahead at all. He believes it would be a safety and security issue for anyone

with property near or bordering the public path. He expressed concern with the proposed location of the lot at a blind hill area and that it would not be safe for pedestrians crossing in this area.

Trudy Mitchell of 122 South Road read a letter to the board in opposition to the proposed parking lot on South Road. She expressed safety concerns that the area of the proposed lot always attracted loiterers and the parking lot would increase that activity and that community members with properties bordering the path in the woods will have no way to monitor activity so close to their homes. T. Mitchell voiced concern with the speed of drivers coming up South Road from Route 6, rounding the bend in the exact location where the proposed parking lot is to go.

Cynthia Russell-Williams of 127 South Road commented there has been an increase in people who drive around slowly late at night or early morning in the area, walking around and trying to open car doors. Her fear is the parking lot will make it easier for people to stop and increase the sorts of scenarios where people may be engaging in this type of behavior. She said the proposed location of the lot is an unsafe spot to park and is opposed to the project.

3. **Correspondence:** R. Fournier said the board received a letter from Richard Treat dated 1/25/24 asking for the board to schedule a public tour of the temporary town hall building.

4. **Appointments:**

4.a **Fire Marshal – William Call:**

J. Rupert said W. Call was instrumental in leading the charge to get the town statutorily compliant with the inspection testing program with the support of the BOS and the Fire Commission. This appointment has the support of the Town Manager, Fire Commission and members of the interview panel.

R. Morra MOVED the Board of Selectmen appoint William Call as Fire Marshal for the Town of Bolton. P. Sawyer SECONDED. MOTION CARRIED 7:0:0.

4.b **Deputy Fire Marshal – James Quish:**

J. Rupert said J. Quish currently serves as Assistant Building Official for the town. He has many years of experience as a battalion chief, fire inspector in his life as a paid professional firefighter, and, after retirement, became a trainer for the State of Connecticut, training individuals to become building officials and fire marshals.

R. Morra MOVED the Board of Selectmen appoint James Quish as Deputy Fire Marshal for the Town of Bolton. P. Sawyer SECONDED. MOTION CARRIED 7:0:0.

P. Sawyer MOVED to move the approval of the minutes to the last part of the meeting. R. Morra SECONDED. MOTION CARRIED 7:0:0.

Fire Chief Bruce Dixon said J. Rupert has been the Fire Marshal for the town for the past 14 years. With the Charter change, as Town Administrator he is no longer able to continue in that role. On behalf of the Fire Commission and Bolton Fire Department, he presented a plaque to Fire Marshal James Rupert "in appreciation for his leadership, administrative support, and collaboration which contributed to the positive development of the Bolton Fire Marshal's office

while watching over the protection and safety of the citizens of Bolton during his fourteen years of service.”

5. Approval of Minutes:

The following amendments were made:

1/2/24 minutes: 7.a “R. Morra MOVED that the Board of Selectmen approve the \$19,850 to Landie Construction for completion of the drainage work as part of the Connectivity Trail and waiving the bid process for such. ~~G. Marrion~~ **P. Sawyer** SECONDED.”

1/16/24 minutes: “4. **Consider and Act on Rose Heritage Farm Lease Winning Bid:**

J. Rupert said two bids were received for the two-year lease of the hay ground at ~~Rose Heritage~~ Farm; Leonard Giglio (Rockland Farm LLC) in the amount of \$5,126 per year and Kyle Paggioli in the amount of \$3,635 per year.

G. Marrion MOVED to award the bid for the ~~Rose Heritage~~ Farmland two-year lease of the hay ground from 1/31/2024 – 12/31/2025 to Leonard Giglio (Rockland Farm LLC) in the amount of \$5,126 per year. P. Sawyer SECONDED. MOTION CARRIED 7:0:0.”

A. Gordon MOVED the Board of Selectmen approve the January 2, 2024 regular meeting minutes, January 16, 2024 special meeting minutes, January 16, 2024 budget workshop minutes, January 23, 2024 special meeting minutes, January 23, 2024 special meeting minutes, January 30, 2024 special meeting and budget workshop minutes, February 1, 2024 special meeting minutes as amended.

R. Morra SECONDED. MOTION CARRIED 6:0:0.

6. Ongoing Business:

6.a BHF Updated Business Plan and Master Plan Update:

Bolton Heritage Farm Commission Chair Arlene Fiano and Secretary Beth Harley updated the board with the progress made at Bolton Heritage Farm since the original Business Plan was approved by the Board of Selectmen in 2020. The Bolton Heritage Farm Commission (BHFC) was awarded a survey and planning grant from the State Historic Preservation Office (SHPO) to create a Master Site Development Plan for the farm which was approved by the BOS in 2022. An architect firm has submitted a proposal for consulting services related to the review and coordination of Town infrastructure projects with direct bearing on this plan, including the LOTCIP funded project for Town Connectivity/Accessibility and a STEAP funded project, if approved, for a community septic system.

P. Sawyer thanked the commission members for their volunteer work with the farm.

T. Sadler left the meeting at 7:44 p.m.

7. New Business:

7.a Consider and Act on the Grant for the Parking Lot on South Road:

G. Marrion said the members have not seen a design or estimate for the parking lot from the Town’s engineering firm. She said the concerns the residents have expressed through letters and in-person at the meeting tonight fall into a few categories. One is safety on the road, which she believes is a legitimate concern and in order for her to understand how dangerous that stretch is, she would have to have some professional information given to the board.

J. Rupert said the engineer's report would be distributed to the members tomorrow morning.

The other concerns are based on proximity of the parking lot to their homes. G. Marrion said the board has to think how that weighs against opening up 153 acres of publicly owned property to the rest of the residents of Bolton and surrounding towns who might want to come and use this asset. She noted this is a walking/hiking trail only with low impact.

R. Morra commented that the parking area, not the trail, is the issue to the neighbors in the area. He said the board has to consider the impact to the residents, having the cars there. R. Morra said this needs to be looked at a lot closer and really consider what the residents have to say. He said this may not be the location for the parking lot

P. Sawyer suggested, since the proposed lot is in close proximity to a stream, that the town contact the Army Corp of Engineers before the board proceeds any further. She expressed concern with having the parking on the east side of the road for safety issues.

G. Marrion noted the window of opportunity is closing on applying for this grant through the Recreational Trails Program, due March 11th. The board still has to look at the engineer's report, the proposal has to go before the Planning and Zoning Commission for approval, and she has to get support letters.

Discussion followed on the history and intent of the trail and how it is currently being used and by whom.

G. Marrion MOVED the Board of Selectmen table consideration and action on the grant for the parking lot on South Road to the special BOS meeting on Tuesday, February 13, 2024. P. Sawyer SECONDED. MOTION CARRIED 6:0:0.

G. Marrion requested the Town Administrator ask the Planning and Zoning Commission to put this on their February 14th agenda for an 8-24 referral.

7.b Consider and Act on NRMC Temporary Building Public Tour Date of Facility:

P. Sawyer MOVED the Board of Selectmen table consideration and action on setting a date for a public tour of the NRMC temporary building until the BOS March regular meeting. A. Gordon SECONDED. MOTION CARRIED 6:0:0.

7.c Consider and Act on Bid Waiver for Novus:

J. Rupert explained one of the issues the town continually has with the auditor is that the town ordinance does not specifically say that the town can purchase things off the state bid list. The remedy is to actually change the town ordinance. He said, although Novus is a service the town is purchasing off the state bid list and the Capital Region Council of Governments purchasing council, the BOE has had a conversation with the town's auditor who intends to cite the BOE and the town for selecting Novus off the state bid list without going out to bid. The auditor recommended the BOE and the BOS retroactively consider a bid waiver for Novus. The BOE has already taken that action.

R. Morra MOVED the Board of Selectmen retrospectively approve the bid waiver for Novus. P. Sawyer SECONDED.

R. Morra amended his motion as follows:

R. Morra MOVED the Board of Selectmen retrospectively approve the bid waiver for Novus due to a recommendation from the auditor to properly meet the Town's existing regulation that the bid process the Town uses does not particularly conform to that process, therefore, by making this motion it merely corrects it. P. Sawyer SECONDED the amended motion.

R. Morra amended the prior amendment to add "The reason the Town is applying for the waiver is because the Town took Novus off the State bid list." P. Sawyer SECONDED this amendment. MOTION to approve the motion with amendments CARRIED 6:0:0.

Discussion followed on the process to amend the town ordinance.

7.d Report from G. Marrion regarding Meeting with R. Parlee and DEEP about Reporting ATV's on the Trails:

G. Marrion reported she attended a meeting on January 10th with Rod Parlee and two DEEP conservation officers on the issue of how to report illegal vehicular traffic on State trails. The answer provided was to call 860-424-3333 to report illegal vehicular activity on the trails. The officers also said, if you can without aggravating the situation, take a photo of the perpetrator. The state conservation officers only cover state lands, not town properties or privately owned property.

J. Rupert noted that if a trail is paved, it is a DOT trail and the state police have authority and dirt trails are DEEP trails and DEEP has authority.

7.e Recommendation from the Finance and Administration Subcommittee and Possible Action on Employee Wages and Benefits:

J. Rupert informed the board members of the recommendations from the Finance and Administration Subcommittee on employee wages and benefits as follows:

- Permit the Highway Foreman use of the town vehicle to go back and forth to work with some limited personal use so he could do errands on his way to and from work. This would have a sunset clause with this employee so the BOS could consider it at a future date.
- Wage increase for the Recreation Director with a recommendation of \$3,000 in this current fiscal year, retroactive to July 1, 2023 and another \$3,000 next year based on meeting goals and objectives that were set forth in her annual evaluation.
- A \$2,000 wage increase for this current fiscal year for the Executive Administrative Assistant in the Selectmen's Office based on increased responsibilities.
- A \$1 per hour wage increase for the Administrative Assistant in the Selectmen's Office with a confidentiality clause to her contract.
- Pay increases of \$1 per hour starting this fiscal year for Senior/Social Services drivers and other staff in the department and the town will start to pay for required driver physicals.

J. Rupert noted the prior BOS had asked him to put a little money in this year's administrative budget in case the BOS needed to make some of these wage adjustments. In response to a question from A. Gordon, J. Rupert said there is no salary range on any town employee job description. Discussion followed on the process and data used by the subcommittee for their recommendations.

R. Morra MOVED the Board of Selectmen adopt the employee wages and benefits recommendations of the Finance and Administration Subcommittee. P. Sawyer SECONDED. MOTION CARRIED 5:0:1 with A Gordon abstaining.

8. Reports and Updates:

8.a Veterans Commission Report:

R. Morra explained the Veterans Commission had requested that the BOS look at increasing the veterans tax assessment exemption which, currently, is on personal property or real estate for residents who are veterans from a combat era. He said the state has a certain level and the town, in the past, added to it. R. Morra was present at the commission's meeting and they requested to meet with the Finance and Administration Subcommittee with their request and proposal, possibly in March, followed by a public forum.

R. Morra reported the BOS was invited to participate in the Memorial Day Parade.

8.b Properties and Facilities Administrator Report: J. Rupert reported things are being moved into the town hall annex building and are waiting for fiber optic cables to come in. He said the town officially accepted the building from Willscot Construction.

J. Rupert he has prepared the bid for demolition for Notch Road municipal center and sent it out to two architects who both advised, based on the need of the town, changing the RFP to a design bid services RFP. They feel it would save the town money and, probably, time. He and the Building and Grounds Supervisor are revising the bid.

J. Rupert reported the town has the completed schematic for Heritage Farm trail and thinks it would be great for the BOS Facilities and Public Safety Committee to look at that before another public informational meeting is set up. G. Marrion suggested it would be more informative for the committee to walk the trail with the schematic in hand.

8.c FY 24 Budget Report: J. Rupert reported the only item of concern is in the Waste Collection budget. He noted the town was aware of the increase in the tipping fees before last year's budget was developed, but the town is disposing of more trash than the town estimated, based on previous history. The Waste Collection category may be underfunded by \$50,000 - \$75,000, so funds may have to be moved into that line item.

The board reviewed the monthly tax collection report for the period ending December 31, 2023. J. Rupert noted tax collections are very good and noted the Tax Collector does an extraordinary job.

R. Fournier said he received a notice from the Connecticut DOT, notifying the town of their tentative Vendor-in-Place paving program scheduled for the 2024 construction season. The route in Bolton scheduled for resurfacing is Lake Street.

8.d Budget Transfers: No transfers.

9. First Selectman's Report:

R. Fournier reported he has been busy with the budget and meetings. He will be attending a consortium for the towns of Mansfield, Tolland, Coventry, Bolton, and Mansfield promoting businesses as well as the recreational opportunities that exist in all four towns.

10. Administrative Officer's Report:

10.a Monthly Report:

Highlights from J. Rupert's report include:

- Participated in migrant webinar with the Department of Emergency Management and Homeland Security (DEMHS) and they are highly recommending each town put together a small task force and plan for the eventuality, asking "What would Bolton do if a busload of migrants showed up in Bolton?" The town would have to manage that issue for 24-48 hours, at which time the town would get assistance from DEMHS. He said the town is in the process to plan a meeting to address this issue.
- Participated in CCM Legislative Committee meeting. A task force has been formed to work toward the elimination of the automobile tax.
- He met with the Capital Region Council of Governments (CRCOG) to discuss the use of Regional Performance Incentive Grant funds to develop and pioneer a building inspector mentoring program with Marlborough and CRCOG.

10.b Other:

The consensus of the board was to schedule the next A/P meeting for Tuesday, February 13, 2024 at 6:30 p.m.

11. Adjournment: adjourned the meeting at 9:19 p.m. R. Morra SECONDED. MOTION CARRIED 6:0:0.

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.

BOLTON BOARD OF SELECTMEN
Special Meeting & Budget Workshop #5
6:30 p.m. THURSDAY, FEBRUARY 8, 2024
BOLTON TOWN HALL, 222 BOLTON CENTER ROAD
In-Person and Virtual (Hybrid Format)

MINUTES

Board of Selectmen Members Present In-Person: First Selectman Rodney Fournier, Deputy First Selectman Robert Morra (6:39 p.m.), Mather Clarke, Gwen Marrion, Tim Sadler, Pamela Sawyer, Amanda Gordon

Staff Present In-Person: Town Administrator James Rupert

Staff Present Via Zoom: Recording Secretary Linda H. McDonald, Finance Director Jill Collins, Building Official Rich McKinnon

Others Present Via Zoom: Registrar of Voters Sandra Pierog, Registrar of Voters Bernice Dixon

1. **Call to Order:** R. Fournier called the meeting to order at 6:30 p.m.

Amanda Gordon MOVED to move agenda item #3 **Consider and Act on Approval of Two (2) Emergency Election Plans** to the first item on the agenda. G. Marrion SECONDED. MOTION CARRIED 6:0:0.

2. **Budgets:**

Building & Land Use:

Building: R. McKinnon explained the payroll line item was reduced because the department went from one full time assistant building official to two part-time assistant building officials. The Training line item was increased because there are now three employees to send to training. Overall, the requested department budget has a \$4,000 reduction over the current year's budget.

Land Use: R. McKinnon said scanning and GIS are two items put in the capital budget but did not qualify. The GIS system to install would be about \$9,900, giving Bolton its own GIS program to access through the town's website and linked to a database that is updated every day. He answered questions from the board members.

For the request for \$57,000 for scanning, R. McKinnon said every file would be turned into a PDF for every address, itemized by whatever category they are, that could be emailed to anyone requesting information. All past history on a file would be digital. He answered questions from the Board Members.

Administration:

J. Rupert presented the requested FY2024-2025 Administration Department budget. He noted the largest increases are in the Professional/Technical Services and Other Technical Services line items. He explained the town is completing cyber security upgrades and enhancements and will now need more managed service and a little more on-site monthly support for the town offices, which adds to operating expenses. For the Other Technical

Services line item, J. Rupert explained, prior to this year, the licensing for Microsoft was going through the BOE inappropriately and the rates were low. Now the town needs to have business licenses for everyone who are using Microsoft, about \$300 per year per user. There are about 35 users. This category also covers all the software for other departments and all are experiencing an incremental annual increase.

Personnel Services budget: J. Rupert said the largest increases are in payroll taxes and pensions. He said, unofficially, the State Comptroller's Office is wrapping up the audit of the State Partnership Plan (health insurance) and thinks the annual increase will be closer to 2%, which would allow the town to make more positive adjustments in this category before the budget is finalized.

Insurance: J. Rupert explained there are increases for the addition of cyber liability insurance and an increase in property & liability insurance.

Probate Court: This is a shared service.

Police Protection: J. Rupert said this budget figure is an estimate and the town may not have the bill from the State for the State Troopers until after the budget is finalized.

Animal Control: This is a shared service. J. Rupert said he has not yet received the bill for Bolton's portion from the Town of Vernon but the cost has been going up systematically each year. Vernon supplies the staff and the building.

Emergency Management: J. Collins noted the town will receive \$3,000 from the State to offset the \$6,000 payroll cost.

Public Building Commission: J. Rupert said currently there are no public building commission projects, so this line item could be unfunded.

Refuse Services: J. Rupert said the contract pickup line item has gone up and is based on a cap of 5%, but this will be appropriately adjusted in March based on CPI according to the town's contract withal American Waste. This number could come down a bit. Tipping fees have gone up significantly and are based on the cost that the town pays per ton and the most recent tonnage numbers the town is able to collect.

Capital Reserve: Staff answered some questions from the board members on a few items in this category.

Capital Improvement: There is no funding in this budget.

Bond & Note Expenditures: The line item has to be increased from zero to \$20,000. J. Collins explained, after talking with the town's financial advisor, in order to roll the fire truck note, the town has to go through the same process the town did to get the loan for the \$630,000. This will involve fees from attorneys and financial advisor of about \$20,000.

Redemption of Bonds: J. Collins reported the town does not have the school's number of Columbia students, so she currently does not have a firm number for this category. Eighty percent of the Columbia students' tuition pays the bond for the school project.

Interest – Long Term Debt: J. Collins reported the town will have to pay an additional cost of \$25,000 - \$35,000 to pay the interest on the loan for the fire truck so this budget will increase.

BLRWPCA Debt: This budget is unchanged from the current year's budget.

- **Boards and Commissions:** The board members reviewed the requested FY2024-2025 budgets for the following boards and commissions:
Finance Committee
Auditing Services
Planning & Zoning Commission
Zoning Board of Appeals
Inland Wetlands Commission
Veterans Services
Conservation Commission

3. Consider and Act on Approval of Two (2) Emergency Election Plans:

B. Dixon explained this is a supplement to the emergency contingency model plan for elections from the State of Connecticut that the registrars can use and tailor to the needs of the town. These plans require BOS approval and must be filed with the Secretary of State's Office by 4:00 p.m. tomorrow to avoid penalties to the town.

P. Sawyer MOVED the Board of Selectmen accept the Emergency Plan for Early Voting and the Emergency Plan for Elections as presented. R. Fournier SECONDED. MOTION CARRIED 7:0:0.

4. Adjournment: A. Gordon MOVED to adjourn the meeting at 8:12 p.m. R. Morra SECONDED. MOTION CARRIED 7:0:0.

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.

**BOLTON BOARD OF SELECTMEN
SPECIAL VIRTUAL MEETING – A/P
6:30 PM, TUESDAY, FEBRUARY 13, 2024
BOLTON TOWN HALL, 222 BOLTON CENTER ROAD**

MINUTES

Board of Selectmen Members Present Via Zoom: First Selectman Rodney Fournier, Deputy First Selectman Robert Morra, Mather Clarke, Gwen Marrion, Tim Sadler, Amanda Gordon, Pamela Sawyer

Staff Present Via Zoom: Town Administrator James Rupert, Recording Secretary Linda H. McDonald

Others Present Via Zoom: Damian Pec, Chris Hickey, Robb Goehring, Thomas Williams, Eric Brierley, and two others

1. **Call to Order:** R. Fournier called the meeting to order at 6:32 p.m.
2. **Consider and Act on the A/P Report:**
P. Sawyer MOVED to accept the A/P report as presented. R. Morra SECONDED. J. Rupert answered board members' questions. MOTION CARRIED 7:0:0.
3. **Consider and Act on Budget Transfers:**
J. Rupert shared information on a transfer of \$750 from the Equipment category to the Travel category in the Fire Commission budget. This transfer does not require any action by the board.
4. **Discussion and Possible Action on Grant for South Road Parking Lot:**
G. Marrion suggested the board not move forward with applying for a grant using the design the board has been given at this time. She said she feels strongly that the board get to look at alternatives and objectively consider all of the information presented to the members. She feels the design is over-engineered and does not represent what she envisioned, especially for the boardwalking through the wetlands. No one had any chance to review the design before it was presented to the board. She said the boardwalking should be similar to the boardwalking at the east end of Heritage Farm, where it is wood, set low to the ground and there are no footings. This design shows two 24' footings and railings and G. Marrion said the property needs something with less impact. She questions the need to spend \$18,000 for bituminous concrete and whether the guardrails need to be replaced.

G. Marrion shared some alternatives for the project. She believes the best alternative at this point is to consider the location directly across the street from the parking lot as shown. This is town property that is a flat area and not much grading would have to be done. The benefit would be that this area is already cleared of trees where the cars could pull in, turn around, and pull out, not having to back out.

G. Marrion said the board has to be objective about what the neighbors' concerns are. She spoke to the categories of concerns that people are generally against a trail and that they are against the parking for safety concerns.

G. Marrion recommended, in the future, when the board has a design by the engineer, the Town Administrator, board members or whoever is spearheading should be given a chance to talk with the town engineer before the board sees the report for the first time.

R. Morra commented when the trail was originally adopted, all the towns involved agreed when dealing with a wetlands crossing it would be as natural as possible.

P. Sawyer spoke about various reasons why she believes this is not the right time to move forward on this project, including the trail proximity to the wetlands.

J. Rupert asked G. Marrion if her idea is to put together a working group to study this and come back to the BOS with a well thought out proposal. G. Marrion responded more perspectives on this could really help. J. Rupert said he would be happy to participate too. This would help the town be ready the next time a grant opportunity comes around.

G. Marrion, M. Clarke, R. Morra volunteered to participate in an Ad hoc committee. G. Marrion asked if she could invite Brent Mayerson to serve on the committee as he is familiar with the property. R. Fournier responded in the affirmative.

M. Clarke agreed this proposal needs more discussion, input, and design ideas. He said he feels the board is rushing this because of the grant deadline but, in light of the whole sensitivity of this project that has come to light, the board needs to slow down on it and put some better thoughts and energy to it.

R. Morra MOVED that the Board of Selectmen form an Ad hoc committee to study and come to the board with a plan for a parking area for the existing Nathan Hale walking trail. A. Gordon SECONDED. MOTION CARRIED 7:0:0.

5. **Adjournment:** R. Morra MOVED to adjourn the meeting at 6:56 p.m. A. Gordon SECONDED. MOTION CARRIED 7:0:0.

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.

BOLTON BOARD OF SELECTMEN
Special Meeting & Budget Workshop #6
6:00 p.m. TUESDAY, FEBRUARY 20, 2024
BOLTON TOWN HALL, 222 BOLTON CENTER ROAD
In-Person and Virtual (Hybrid Format)

MINUTES

Board of Selectmen Members Present In-Person: First Selectman Rodney Fournier, Deputy First Selectman Robert Morra, Gwen Marrion, Tim Sadler, Amanda Gordon, Mather Clarke

Board of Selectmen Members Present Via Zoom: Pamela Sawyer

Staff Present In-Person: Town Administrator James Rupert

Staff Present Via Zoom: Recording Secretary Linda H. McDonald

1. **Call to Order:** R. Fournier called the meeting to order at 6:10 p.m.

2. **Discussion on Retreat Agenda:**

J. Rupert said he did some research and found an agenda from another state that offered ideas for possible agenda items including opening with ground rules, allowing the public to give input, each member having an opening couple of minutes to say what they hoped to accomplish, carryover goals, new and revised goals, policy priorities, other initiatives, aspirations, expectations of each other, and goal refinements.

The Selectmen discussed their individual thoughts on what they would like to have on the retreat agenda. Some topics included addressing infrastructure, instability of town budget, housing, look at POCD goals that have not been addressed, the educational system, increases in recreational activities, creative self-sustaining ideas for the rec department, economic development, school sustainability, lower operating costs, and new town facility.

A. Gordon kept notes on each member's thoughts and ideas and will send the notes to the Town Administrator and First Selectman.

The Selectmen discussed a date for the retreat. The consensus was April 6th or April 13th.

3. **Budget Deliberations:**

J. Rupert explained Connecticut's Countryside is requesting \$5,000 for FY2024-2025. He highlighted the economic development activities the group is doing for the town. Per request of the Selectmen, he will provide the group's entire budget and planned activities to the members. There is \$2,500 remaining in the Economic Development Commission (EDC) budget that can be put toward this.

J. Rupert reported the Highway Department would like the Selectmen to consider funding \$10,100 for temporary summer help as an add package.

The Selectmen began their deliberations on the requests in the FY 2024-2025 town budget. The following departments were reviewed and no changes were made to the submitted budget requests at this time:

- Finance Committee
- Auditing Services
- **Assessor:** J. Rupert reported the Assessor has a new add request for cloud hosting of Vision Government Solutions. The Selectmen requested the actual costs and benefits of this request.
- Tax Collector
- Town Clerk
- Building & Land Use Department
- Planning & Zoning Commission
- Zoning Board of Appeals
- Probate Court
- Inland Wetlands Commission
- Economic Development Commission
- Animal Control
- **Finance Department:** J. Rupert noted this department is understaffed. Discussion followed on the cost of adding a part-time employee or restructuring the BOE and town finance departments in the future. The Selectmen will revisit this budget request.
- **Elections:** The Selectmen will revisit this budget request. The ROV's are waiting for information and direction from the Secretary of State. The Selectmen requested a copy of the spread sheet with the payroll costs compiled by the ROV's for tomorrow's meeting.
- **Police:** The Selectmen will revisit this at tomorrow's meeting. J. Rupert reported he has just received actual State Trooper costs from the State.

The Selectmen deliberated the requested budgets for the following departments and decided on the changes noted for each at this time:

- **Administration:**
 - Reduce the Legal Services line item by \$10,000.
- **Personnel:**
 - Reduce the Medical line item by \$18,000 based on information from the State that the town should see a percentage reduction in its contribution.
- **Insurance:** J. Rupert reported this budget reflects a 5% increase over the current year. He said the town is still waiting on the figure for Property & Liability insurance. He noted the town pays for 40% of cyber security insurance and the BOE pays 60%.
 - Reduce the Cyber Liability Insurance line item by \$800.

4. **Adjournment:** R. Morra MOVED to adjourn the meeting at 8:18 p.m. A. Gordon SECONDED. MOTION CARRIED 7:0:0.

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.

BOLTON BOARD OF SELECTMEN
Special Meeting & Budget Workshop #7
6:30 p.m. WEDNESDAY, FEBRUARY 21, 2024
BOLTON TOWN HALL, 222 BOLTON CENTER ROAD
In-Person and Virtual (Hybrid Format)

MINUTES

Board of Selectmen Members Present In-Person: First Selectman Rodney Fournier, Deputy First Selectman Robert Morra, Gwen Marrion, Tim Sadler, Amanda Gordon, Mather Clarke

Board of Selectmen Members Absent: Pamela Sawyer

Staff Present In-Person: Town Administrator James Rupert

Staff Present Via Zoom: Recording Secretary Linda H. McDonald

Others Present Via Zoom: Daniel Ross, Deputy Chief Matthew Perreira, Bob Langton, Fire Lt. Jason Vincent, Chris Moquin, Fire Chief Bruce Dixon, Pam P.

1. **Call to Order:** R. Fournier called the meeting to order at 6:30 p.m.

2. **Budget Deliberations:**

As requested at last night's meeting, the Selectmen reviewed an additional budget request with explanation from the Assessor's office for Cloud hosting of the Computer Assisted Mass Appraisal (CAMA), a detailed spreadsheet with payroll costs for the Elections budget, and detailed information from Connecticut's Countryside on the group's present and planned projects.

The Selectmen continued their deliberations on the requests in the FY 2024-2025 town budget. The following departments were reviewed and no changes were made to the submitted budget requests at this time:

- Animal Control
- Fire Marshal
- Emergency Management
- Public Building Commission
- Town Building Operations
- Veterans Services
- Library
- Conservation Commission
- Refuse Services: This budget reflects a 22% increase. J. Rupert explained the town pays by the ton, paying less by the ton to get rid of recycling than for disposing of trash. Depending on the commodity market, the town might get a deduction in the actual overall bill, but this last year, the commodities market has not been very good as far as the town being paid back for recyclables. J. Rupert noted the town is fortunate to have a town attorney that has dealt in trash negotiations for years and the town spent a year negotiating contracts, looking at places the town could truck the material, including trying to get the trash to energy plant in Lisbon to take it directly. J. Rupert said the increase in tipping fees from last year to this year was huge and this budget projection is based on the price per ton going up next year as well.
- Public Health

- Redemption of Bonds
- Interest-Long Term Debt
- BLRWPCA Debt
- Transfer out (Separation Fund) - The Selectmen requested that J. Rupert find out how much is left in this fund from last year.

The Selectmen deliberated the requested budgets for the following departments and decided on the changes noted for each at this time:

- **Fire Commission:**
 - Reduce Professional Education Training line item by \$4,000 to \$8,800
 - Reduce Payroll line item by \$29,000
 - Add \$29,000 to Proficiency Fund line item
 - Reduce Payroll line item by \$2,153.73, funding one less Lieutenant
- **Police Protection:**
 - Reduce Payroll line item to \$300,000 based on figures from the State. This figure also includes \$10,00 for requested overtime.
- **Highway Department:**
 - Increase Other Payroll line item by \$7,000 for the additional summer help supplemental request
 - Reduce Tree Trimming line item by \$7,000
 - Reduce Shared Services line item by \$300 to \$0 dollars
- **Senior & Social Services:**
 - Reduce Payroll Line Item by \$8,754 (this is a placeholder at this time)
 - Add \$1,000 to Other Professional Services line item to pay for mandatory driver physicals
- **Recreation:**
 - Increase Intergency Purchased Services line item by \$1,844
- **Capital Reserve:**
 - Reduce Fire Commission Strategic Plan line item by \$25,000
 - Increase Modular Offices line item by \$5,500
 - Reduce Excavator line item by \$35,000
 - Reduce Herrick Park Roof Replacement line item by \$28,000
- **Bond & Note Expenditures:**
 - Increase Bond & Note Expenditures line item by \$10,000 to cover fire truck note/interest

J. Rupert said there is still time for the board to work on the budget a little bit more as the proposed FY2024-2025 Town Budget has to be to the Finance Committee on or before March 15, 2024. The budget could be voted on at the March 5th regular BOS meeting. He said he will continue to work on refining numbers for some of the estimated figures as more information becomes available.

3. **Adjournment:** M. Clarke MOVED to adjourn the meeting at 9:06 p.m. R. Morra SECONDED. MOTION CARRIED 6:0:0.

Respectfully submitted by Linda H. McDonald *Linda H. McDonald*

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**BOARD OF SELECTMEN
SPECIAL MEETING – A/P
THURSDAY, FEBRUARY 29, 2024
TOWN HALL- 6:00 P.M.
MINUTES**

The Board of selectmen held a Special Meeting – A/P on Thursday, February 29th at 6:00 p.m. with First Selectman Rodney Fournier presiding. Also in attendance were Selectmen: Pam Sawyer, Mather Clarke, Tim Sadler and Town Administrator Jim Rupert.

Absent – Selectmen: Gwen Marrion, Robert Morra and Amanda Gordon.

1. Call to Order.

R. Fournier called the meeting to order at 6:01 p.m.

2. Consider and Act on A/P.

P. Sawyer motioned to approve the A/P as presented.

1st: P. Sawyer 2nd: M. Clarke

Vote:

Yes: P. Sawyer, M. Clarke, T. Sadler, R. Fournier

No: None

3. Consider and Act on Budget Transfers.

P. Sawyer motioned to approve the budget transfer of \$1,361.54 in the Tax Budget: from other payroll to Office/Admin. Supplies.

1st: P. Sawyer 2nd: M. Clarke

Vote:

Yes: P. Sawyer, M. Clarke, T. Sadler, R. Fournier

No: None

P. Sawyer motioned to approve the budget transfer of \$2,638.46 in the Tax Budget: from Printing & Binding to Office/Admin. Services.

1st: P. Sawyer 2nd: M. Clarke

Vote:

Yes: P. Sawyer, M. Clarke, T. Sadler, R. Fournier

No: None

P. Sawyer motioned to approve the budget transfer of \$5,000.00 in the Town Building Operations Budget: from Payroll to Repairs & Maintenance Services.

1st: P. Sawyer 2nd: T. Sadler

Vote:

Yes: P. Sawyer, M. Clarke, T. Sadler, R. Fournier

No: None

**4. Discussion and Possible Action on Herrick Park and Indian Notch Park Pricing.
(Pick start date for these new rates).**

P. Sawyer motioned to table item #4 until the March 5th meeting so they could review with other board members and pick a start date.

1st: P. Sawyer 2nd: M. Clarke

Vote:

Yes: P. Sawyer, M. Clarke, T. Sadler, R. Fournier

No: None

5. Adjourn.

M. Clarke motioned to adjourn the meeting at 6:08 p.m.

1st: P. Sawyer 2nd: T. Sadler

Vote:

Yes: P. Sawyer, M. Clarke, T. Sadler, R. Fournier

Respectfully submitted,

Kathy McCavanagh

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Town	Location	Resident Rate	Out of Town Rate	How Long	Phone Number	Bar Tender	Warm Up Food	Cooking Food	Cleaning Deposit	Reserving Deposit
East Hampton	VFW	n/a	\$ 300.00	3-4 hours	(860) 267-8837	n/a	n/a	70.00	n/a	
Marlborough	American Legion	n/a	\$ 400.00	5-6 hours	(860) 295-7810	\$ 60.00	\$ 40.00	70.00	\$ 100.00	\$ 50.00
Sprague	Sprague Rod & Gun Club	n/a	\$ 350.00	4-5 hours	(860) 204-6878	n/a	n/a	75.00	50.00	
Coventry	Patriot's Park	\$ 55.00	\$ 95.00	rate per hour	(860) 742-4068	n/a	n/a	n/a	n/a	100 + 25% of hourly charge
Haddam	Old Town Hall	\$ 350.00	Not Allowed	whole day	(860) 345-8531	n/a	n/a	n/a	50.00	n/a
Average rate		\$	350.00							

Current Herrick Park Rates:

Resident: \$ 200⁰⁰ Refundable Deposit
 Non Resident: \$ 400⁰⁰ " " " " Rental Fee

Proposed:

Resident: \$ 300⁰⁰ Refundable Deposit
 Non-Resident: \$ 450⁰⁰ " " " " Rental Fee

* Limit of 5 hours - most facilities for party/banquet rentals are for 5 hours.

5 hours also allows us to contemplate renting the facility out 2x/day on weekends later on if we want to discuss w/ the union @ pay for the building grounds crew who would then have to lock and unlock 4x/day and do a full cleaning in between rentals.

Indian Notch Fees

Indian Notch Lake Pass and day pass rates:

Current Rates	Resident	Non-Resident
Season Pass	\$50	\$100
Senior Citizen (60+)	\$25	\$100
Daily per car weekday	\$5	\$15
Daily per car weekend/holiday	\$7	\$25
Pavilion Rentals	\$200	\$250

Proposed Pavilion Rental fees:

Off-season (April- lake opening, lake closing- October)

OFFSEASON Pavilion Rentals	Resident	Non-Resident
Weekday	\$50	\$100
Weekend	\$250	\$300

- During the week, maintenance is already on site and there will not be an extra charge to unlock and lock up the bathrooms/ gate, just a nominal fee for some department income
 - Proposed rates: \$50 Resident, \$100 non-resident
- During the weekend, we will need to cover the cost of maintenance staff to come open/ close the gate and bathrooms, for a total of 3 hours- To accommodate for Sundays where they get double time- minimum \$210 to cover staffing.
 - Proposed rates: \$250 Resident, \$300 non-Resident

Regular Season (TBD June- TBD August)

Reg. Season Pavilion Rentals	Resident	Non-Resident
Weekday/ Weekend	\$300	\$350

- Extra Lifeguard on duty for parties- lifeguards at 8 hours X \$16.50- \$132, and for it taking up spaces of other people trying to use the park.
 - Proposed rates: \$300 Resident, \$350 non-resident

FY2024 February 28, 2023	Adopted Budget	Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	% Expensed	FY23	FY22	FY21
Administration	\$ 700,500.00	\$ 700,500.00	\$ 415,012.69	\$ 285,487.31	\$ 1,826.08	\$ 283,661.23	59.51%	47.91%	43.11%	48.07%
Board of Finance	\$ 2,450.00	\$ 2,450.00	\$ 650.00	\$ 1,800.00	\$ -	\$ 1,800.00	26.53%	21.93%	20.95%	15.68%
Financial Administration	\$ 240,308.00	\$ 240,308.00	\$ 156,803.22	\$ 83,504.78	\$ -	\$ 83,504.78	65.25%	60.57%	60.37%	61.07%
Auditing	\$ 45,000.00	\$ 45,000.00	\$ 8,000.00	\$ 37,000.00	\$ -	\$ 37,000.00	17.78%	79.31%	18.87%	18.87%
Assessor	\$ 160,971.00	\$ 160,971.00	\$ 100,565.11	\$ 60,405.89	\$ 745.70	\$ 59,660.19	62.94%	61.97%	53.79%	62.02%
Tax Collector	\$ 94,912.00	\$ 94,912.00	\$ 56,874.80	\$ 38,037.20	\$ 6,331.85	\$ 31,705.35	66.60%	58.99%	64.10%	62.80%
Fringe Benefits	\$ 1,071,100.00	\$ 1,071,100.00	\$ 687,495.35	\$ 383,604.65	\$ -	\$ 383,604.65	64.19%	56.88%	55.75%	56.67%
Town Clerk	\$ 141,440.00	\$ 141,440.00	\$ 94,209.00	\$ 47,231.00	\$ 3,530.00	\$ 43,701.00	69.10%	64.77%	64.66%	63.64%
Land Use	\$ 386,837.00	\$ 386,837.00	\$ 223,401.80	\$ 163,435.20	\$ 15,028.00	\$ 148,407.20	61.64%	67.47%	51.32%	68.08%
Planning & Zoning	\$ 4,205.00	\$ 4,205.00	\$ 781.13	\$ 3,423.87	\$ -	\$ 3,423.87	18.58%	45.19%	26.26%	8.64%
Zoning Board of Appeals	\$ 1,650.00	\$ 1,650.00	\$ 291.85	\$ 1,358.15	\$ -	\$ 1,358.15	17.69%	38.37%	10.27%	3.96%
Property Insurance	\$ 155,000.00	\$ 155,000.00	\$ 85,343.18	\$ 69,656.82	\$ -	\$ 69,656.82	55.06%	55.98%	51.07%	60.81%
Probate	\$ 7,258.00	\$ 7,258.00	\$ 6,059.00	\$ 1,199.00	\$ -	\$ 1,199.00	83.48%	94.92%	95.18%	0.00%
Inlands/Wetlands	\$ 2,235.00	\$ 2,235.00	\$ 585.77	\$ 1,649.23	\$ -	\$ 1,649.23	26.21%	27.04%	27.09%	13.87%
Economic Development	\$ 2,500.00	\$ 2,500.00	\$ 2,000.00	\$ 500.00	\$ -	\$ 500.00	80.00%			
Elections	\$ 67,830.00	\$ 67,830.00	\$ 20,500.25	\$ 47,329.75	\$ -	\$ 47,329.75	30.22%	63.41%	51.69%	62.62%
Police	\$ 311,300.00	\$ 311,300.00	\$ 1,336.81	\$ 309,963.19	\$ -	\$ 309,963.19	0.43%	0.39%	1.77%	0.02%
Fire Commission	\$ 257,981.00	\$ 257,981.00	\$ 122,624.98	\$ 135,356.02	\$ 59,489.41	\$ 75,866.61	70.59%	65.10%	60.65%	63.60%
Animal Control	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ -	\$ -	\$ -	100.00%	96.77%	0.00%	100.00%
Fire Marshal	\$ 32,000.00	\$ 32,000.00	\$ 13,497.87	\$ 18,502.13	\$ 300.00	\$ 18,202.13	43.12%	34.30%	36.64%	27.67%
Emergency Management	\$ 11,000.00	\$ 11,000.00	\$ 3,733.90	\$ 7,266.10	\$ -	\$ 7,266.10	33.94%	57.98%	50.71%	55.69%
Highways and Streets	\$ 1,067,767.00	\$ 1,067,767.00	\$ 568,218.46	\$ 499,548.54	\$ 106,766.75	\$ 392,781.79	63.21%	70.37%	54.56%	51.52%
Public Building Commission	\$ 4,100.00	\$ 4,100.00	\$ -	\$ 4,100.00	\$ -	\$ 4,100.00	0.00%	3.94%	0.00%	0.00%
Parks/Town Building Ops	\$ 826,719.00	\$ 826,719.00	\$ 507,339.02	\$ 319,379.98	\$ 13,446.24	\$ 305,933.74	62.99%	56.50%	55.65%	54.38%
Public Health Admin	\$ 28,409.00	\$ 28,534.00	\$ 21,531.03	\$ 7,002.97	\$ -	\$ 7,002.97	75.46%	73.75%	71.12%	70.56%
Veterans' Commission	\$ 600.00	\$ 600.00	\$ -	\$ 600.00	\$ -	\$ 600.00	0.00%			
Seniors / Social Services	\$ 175,469.00	\$ 175,344.00	\$ 106,568.48	\$ 68,775.52	\$ 3,252.03	\$ 65,523.49	62.63%	59.92%	56.96%	52.12%
Library	\$ 307,561.00	\$ 307,561.00	\$ 201,372.30	\$ 106,188.70	\$ 8,604.15	\$ 97,584.55	68.27%	64.99%	66.48%	62.70%
Recreation	\$ 11,144.00	\$ 11,144.00	\$ -	\$ 11,144.00	\$ -	\$ 11,144.00	0.00%			
Conservation	\$ 2,105.00	\$ 2,105.00	\$ 1,195.00	\$ 910.00	\$ -	\$ 910.00	56.77%	54.39%	48.75%	56.00%
Waste Collection	\$ 597,230.00	\$ 597,230.00	\$ 414,149.73	\$ 183,080.27	\$ 450.00	\$ 182,630.27	69.42%	59.09%	58.57%	64.52%
Totals	\$ 6,724,081.00	\$ 6,724,081.00	\$ 3,826,640.73	\$ 2,897,440.27	\$ 219,770.21	\$ 2,677,670.06	60.18%	45.80%	41.02%	45.77%

Department that will be underbudgeted

TAX COLLECTOR
1.31.24

	ADOPTED	COLLECTIONS		REFUNDS	RETURNED		NET COLLECTION		PERCENTAGE COLLECTED FY 24 BUDGET
		YTD			PAYMENTS	Transfers	1.31.24		
CURRENT YR. LEVY	\$ 17,614,056.00	\$ 17,825,321.95	\$ (8,966.12)	\$ (54,055.90)	\$ 855.12	\$ 17,763,155.05			100.85%
MOTOR VEHICLE	\$ 1,787,741.00	\$ 1,737,900.13	\$ (6,746.36)	\$ (638.17)	\$ 970.95	\$ 1,731,486.55			96.85%
SUPP. MV LEVY	\$ 195,000.00	\$ 136,346.97	\$ -	\$ -	\$ -	\$ 136,346.97			69.92%
SUB TOTAL	\$ 19,596,797.00	\$ 19,699,569.05	\$ (15,712.48)	\$ (54,694.07)	\$ 1,826.07	\$ 19,630,988.57			100.17%
PRIOR YEARS	\$ 75,000.00	\$ 119,819.93	\$ (1,895.97)	\$ -	\$ (1,883.88)	\$ 116,040.08			154.72%
INTEREST & FEES	\$ 55,000.00	\$ 57,582.79	\$ (64.90)	\$ (12.74)	\$ 57.81	\$ 57,562.96			104.66%
TOTAL	\$ 19,726,797.00	\$ 19,876,971.77	\$ (17,673.35)	\$ (54,706.81)	\$ 0.00	\$ 19,804,591.61			100.39%

PREVIOUS YEAR CURRENT YR LEVY COLLECTED

7.31.2023	8.31.2023	9.30.23	10.31.2023	11.30.2023	12.31.2023
80.73%	99.99%	100.34%	100.45%	100.54%	100.77%
1.31.2024	2.28.2024	3.31.2024	4.30.2024	5.31.2024	6.30.2024
100.85%					
7.31.2022	8.31.2022	9.30.2022	10.31.2022	11.30.2022	12.31.2022
86.13%	99.24%	99.63%	100.92%	101.10%	101.25%
1.31.2023	2.28.2023	3.31.2023	4.30.2023	5.31.2023	6.30.2023
101.23%	101.29%	101.38%	99.98%	100.11%	100.11%

Town Proper

#	Department	FY 24 Allocation	FY 25 Request	Req % Change	
1	Administration	700,500	754,500	7.71%	54,000
2	Board of Finance	2,450	2,700	10.20%	250
3	Finance Department	240,308	242,074	0.73%	1,766
4	Auditing Services	45,000	45,000	0.00%	0
5	Assessor	160,971	164,721	2.33%	3,750
6	Tax Collector	94,912	96,534	1.71%	1,622
7	Personnel Services	1,071,100	1,072,460	0.13%	1,360
9	Town Clerk	141,440	146,209	3.37%	4,769
10	Building & Land Use	386,837	382,844	-1.03%	-3,993
11	Planning & Zoning	4,205	4,000	-4.88%	-205
12	Zoning Board of Appeals	1,650	1,650	0.00%	0
13	Insurance	155,000	169,450	9.32%	14,450
14	Probate Court	7,258	7,476	3.00%	218
15	Inland Wetland Commission	2,235	2,235	0.00%	0
16	Economic Development Comm. Action	2,500	5,000	100.00%	2,500
17	Elections	67,830	147,006	116.73%	79,176
19	Police Protection	311,300	301,300	-3.21%	-10,000
20	Fire Commission	257,981	287,514	11.45%	29,533
21	Animal Control	6,500	10,000	53.85%	3,500
22	Fire Marshal	32,000	29,900	-6.56%	-2,100
23	Emergency Management	11,000	11,165	1.50%	165
24	Highway Department	1,067,767	1,073,967	0.58%	6,200
25	Public Building Commission	4,100	0	-100.00%	-4,100
26	Town Building Operations	826,719	826,308	-0.05%	-411
27	Public Health	28,409	28,409	0.00%	0
28	Veterans' Services	600	600	100.00%	0
29	Social Services	175,469	184,642	5.23%	9,173
30	Library	307,561	313,067	1.79%	5,506
31	Recreation	11,144	6,000	100.00%	-5,144
32	Conservation Commission	2,105	2,305	9.50%	200
33	Refuse Services	597,230	727,830	21.87%	130,600
70	Transfer Out - Separation Fund	50,000	50,000	100.00%	0
	TOTAL	6,774,081	7,096,866	4.77%	322,785