

**Town of Bolton Board of Finance
Regular Meeting Minutes
November 21, 2019-7:15 p.m.
Town Hall**

Members Present: Vice Chair Emily Bradley, Charles Danna, Robert DePietro, Kristen Gourley, Ross Lally and Richard Tuthill

Members Excused: Chairman Robert Munroe

Others Present: Finance Director Jill Collins, Town Administrative Officer Joshua Kelly and First Selectman Sandra Pierog

1. Call to Order: Vice Chairman E. Bradley called the meeting to order at 7:17 p.m.

2. Public Participation: None

3. Introduction of New Members

Returning members and new members gave a brief introduction of themselves.

Returning members: Emily Bradley, Robert DePietro and Richard Tuthill

New members: Charles Danna, Kristen Gourley, Ross Lally

E. Bradley also spoke for Robert Munroe.

4. Election of Officers

Election of Officers must be accomplished before the 45th day after the Town election.

Discussion ensued about tabling the Election of Officers until the December meeting due to the absence of current Chairman Robert Munroe and the unfamiliarity of the new members with the returning board members and each other.

C. Danna moved to postpone the Election of Officers to a special meeting to be held at a date to be determined. R. Lally seconded. The motion passed 4:2:0.

S. Pierog read the following from Chapter 11, Section 11.2 of the Town Charter:

(H)Special Meetings may be called by the chairman or any two (2) members of any Town commission, board or agency. Whenever special meetings are called, the person or persons calling the meeting shall notify each member of said commission, board or agency of the date, time, place and purpose of the meeting and shall notify the Board of Selectmen and the Town Clerk in writing at least twenty-four (24) hours in advance of such special meeting so that such date may be posted for public information.

A Special Meeting for the Election of Officers was proposed for December 9, 2019 at 7:00 p.m. at Town Hall pending E. Bradley confirming the date with R. Munroe.

5. Approval of Minutes

October 17, 2019 Regular Meeting

Correct Sandy Pierog to Sandra Pierog.

R. Tuthill moved to strike paragraph three under 4a. Board of Education Update. R. DePietro seconded. R. Tuthill moved to accept the minutes as amended. R. DePietro seconded. The motion passed 5:0:1 with R. Lally abstaining.

6. Elected Official and Town Staff Reports

a. Board of Education Update

The update as of October 31, 2019 was presented. E. Bradley offered to forward any questions to Superintendent Kristin Heckt. K. Gourley stressed the importance of having prior year information for comparison particularly in the absence of a Board of Ed representative. E. Bradley will follow up with K. Heckt. R. Lally questioned what is Federal and/or State mandated spending and what is discretionary spending.

b. Revenue Summary

J. Collins presented the Tax Collector summary as of October 31, 2019. The percentage collected is 100.68%. At the same time last year, 99.64% was collected. The total tax collection rate is at 98.76%.

J. Collins presented the Revenue Statement as of October 31, 2019. If the Town Aid Roads grant is not received this year, road projects may be postponed in the spring.

Updated numbers have not been received for the Resident State Trooper and the bill is not received until the end of the fiscal year.

J. Collins noted that with the People's United takeover of United Bank, the fixed rate of 2.25% that is being earned on CD's may be greatly reduced. She will continue to research rates with other banks.

c. Town Update

The expenses as of October 31, 2019 were presented.

J. Kelly spoke on the highlighted items:

Elections-spending was reduced as there was no primary.

Fire-spending appears increased because expenses for equipment aren't shown until the equipment is actually received. Orders were place in FY18 but not received until FY19. Highways and Streets- spending is up because the town is already encumbered for sand.

There were three Town transfers:

Fire Department: \$2,700.00 from Maintenance & Supplies to Equipment

Town Building Operations: \$13,000.00 from Equipment to Building Improvements

Personnel Services/Administration \$8,852.63 from Payroll Taxes to Professional/Technical Services

There were six Board of Education transfers for September 2019 and three transfers for October 2019.

7. Ongoing Business

a. Shared Services

The shared services management position is working well.

Building and Grounds personnel are currently members of three different unions. The meeting to begin negotiations to combine the three unions is planned for January 2020.

S. Pierog noted that Payroll or Equipment could be the next step in shared services.

Some BOE reports require work by the Board of Finance to make them usable for auditors, reporting, etc. K. Gourley noted that Board of Finance members could attend the Board of Education meetings to try to obtain more information.

Building Official duties are being shared with Andover, Ashford, Coventry and Willington.

8. New Business

a. FY2020 BOF Meeting Calendar

Proposed meeting dates for 2020 are below. All meetings are held at 7:15 p.m. at Town Hall.

Thursday, January 16, 2020

Thursday, February 20, 2020

Thursday, March 19, 2020

Thursday, April 16, 2020

Thursday, May 21, 2020

Thursday, June 18, 2020

Thursday, September 17, 2020

Thursday, October 15, 2020

Thursday, November 19, 2020

Thursday, December 17, 2020

R. Lally moved to approve the schedule of regular meetings as proposed. K. Gourley seconded. The motion passed unanimously.

E. Bradley encouraged the new members to attend other Town meetings for informational purposes.

J. Kelly reminded all board members that they are required to take online sexual harassment training.

He also reminded all that a Town survey has been sent out and he encouraged all to respond.

The meeting adjourned at 9:04 p.m.

Next Regular Meeting:

December 19, 2019 Regular Meeting 7:15 p.m. Town Hall

Respectfully submitted,

Leslie J. Brand

Leslie Brand
Recording Secretary

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