

**BOLTON BOARD OF FINANCE
REGULAR MEETING
JANUARY 16, 2020– 7:15 p.m.
TOWN HALL**

Minutes

Members Present: Chairman Emily Bradley, Robert DePietro, Richard Tuthill, and Ross Lally
Members Excused: Vice-Chair Robert Munroe, Charles Danna Jr. and Kristen Gourley
Others Present: Administrative Officer Joshua Steele Kelly, First Selectman Sandra Pierog, Chief Financial Officer Jill Collins and Board Clerk Linda H. McDonald

- 1. Call to Order:** The meeting was called to order by Chairman E. Bradley at 7:19 p.m.

- 2. Public Participation:** E. Bradley encouraged members to attend the Freedom of Information Act (FOIA) training scheduled for 2/24/2020 at 7:00 p.m. at Bolton Town Hall. There was no other public participation.

- 3. Approval of Minutes:**
December 19, 2019 Regular Meeting: R. DePietro MOVED to APPROVE the regular meeting minutes of December 19, 2019. R. Tuthill SECONDED.

Amendments (**in bold**) were made to the December 19, 2019 minutes as follows:
“Members Present: Chairman Emily Bradley, Vice-Chair Robert Munroe, Robert DePietro, Richard Tuthill, , Ross Lally, Charles Danna Jr., and Kristen Gourley.

4.b Revenue Summary:
J. Collins reported the tax collection rate is 100.83% as of 11/30/19. She said United Bank was taken over by Peoples **United** Bank and interest rate on town accounts are expected to drop substantially.

6. New Business
a. Consider and Action on FY 2021 Budget:
Discussion followed on the board’s FY 2021 budget items.

R. Tuthill MOVED to approve the following BOF budget item requests for FY 2021:
Payroll - \$1,300.00
Office Operating Expenses - ~~\$2,200.00~~ **\$900.00**
for a total of \$2,200.00
and
Auditing Services - \$26,500.00 (this is a contracted amount)”

R. DePietro MOVED to APPROVE the regular meeting minutes of December 19, 2019 as amended. R. Tuthill SECONDED. MOTION CARRIED 4:0:0.

Discussion followed on the new contract with Columbia public schools from July 1, 2020 through June 30, 2030 for Bolton High School to remain a high school choice for Columbia students. R. Tuthill commented on what would happen if there is not enough room to accommodate

Columbia students and questioned how the Board of Education (BOE) can make a financial commitment and obligate the Town to provide education to Columbia students without review by any other Town agency.

R. Lally agreed that the contract with Columbia could have financial implications to the rest of the Town if monies are required due to a sudden influx of students from Columbia.

Consensus of the board was for Chairman E. Bradley to have a conversation with Superintendent of Schools Kristin Heckt regarding the agreement and for Administrative Officer J. Kelly or the Board of Selectmen (BOS) to informally inquire to the Town Attorney for legal guidance and direction. First Selectman S. Pierog commented the original agreement made many years ago may already address this possible issue.

4. Correspondence: No correspondence.

5. Elected Official and Town Staff Reports:

a. Revenue Summary:

J. Collins reported, as of 12/31/2019, tax revenue collection is up more than a whole percentage over last year and shared the grand list total of \$5,259,752.00 for supplemental motor vehicles.

J. Collins reviewed the FY2020 revenue statement and explained the Town has received some grant funds from the State, but no BOE Choice grant money for this year has come in yet. Monies to cover Choice students are coming from savings until the grant funds are received. She said the Town will not receive \$30,000.000 from Coventry (40% of the salary for the position) for a shared Behaviorist in the school system next year, as the position will become full-time in Bolton. The BOE is projecting four (4) less Columbia students next year.

b. Town Update: J. Kelly reported as of 12/31/19 town expenditures are below 50% as to the prior three years, with the exception of the Fire line due to items ordered from last fiscal year being delivered this budget year.

c. Board of Education Update: E. Bradley reported she attended the last BOE meeting and spoke with the BOE Chair Andrew Broneil last week to discuss how helpful it is to have a BOE member attend the BOF meetings. She will set up a time to meet with Superintendent K. Heckt and A. Broneil for further discussions.

Members reviewed the submitted BOE written report commentaries and budget status reports for FY 2019 and 2020. S. Pierog noted the BOE FY2020 as of December 2019 report commentary stated there were no transfers over \$10,000.00 but the BOE FY2020 budget transfer report for December 2019 reflected a transfer amount of \$14,750.00. S. Pierog said cumulative transfers are what should be reported. there was at least one transfer exceeding \$10,000.00 noted and not sure what is being reported, is it cumulative over a period of time. S. Pierog explained the BOE, by law, does not have to report transfers to the BOF but there is an informal agreement between the boards to report transfers over \$10,000.00. E. Bradley will ask prior BOF Chair R. Munroe about the history behind the informal reporting agreement with the BOE.

E. Bradley inquired about the videotaping of the meeting. J. Kelly said he was asked by the Community Voice Channel (CVC) to videotape the meeting. The plan of CVC is to videotape the

BOS, BOF and BOE meetings. He apologized for not informing the Chair that the meeting was being videotaped.

6. Ongoing Business:

a. FY 19 Budget Status:

In response to an inquiry from R. DePietro, J. Kelly explained all personnel vacancies currently posted have been budgeted for. All boards and commissions have been budgeted for as well.

b. Shared Services: No report.

c. Adoption of FY 2021 Budget Calendar:

J. Collins explained the draft FY2021 budget calendar is not complete but will need BOF approval in order to move the budget process forward.

R. Lally MOVED to approve the budget review calendar as presented. R. DiPietro SECONDED. MOTION CARRIED 4:0:0.

7. New Business

a. FY 2021 Budget Process:

E. Bradley commented J. Kelly developed a communication titled "Citizens Guide to the Bolton Town Budget" highlighting the BOS and BOE 2020 budget workshops. The purpose of the guide is to educate the Town residents on the budget process and get more people involved. The guide has been distributed through email and social media. The next edition will go into specific detail on the BOF budget workshops. The members thanked J. Kelly for his work on these communications.

b. Appoint CAPA Representative:

E. Bradley said the Capital Acquisition, Planning and Allocation Committee (CAPA) meets once or twice yearly. Meetings are held at the BOE offices at Bolton High School. R. Tuthill volunteered to serve as the Board of Finance CAPA representative.

Chairman E. Bradley appointed Richard Tuthill as BOF representative to CAPA.

8. Adjournment: E. Bradley adjourned the regular meeting at 8:25 p.m.

Respectfully submitted by,

Linda H. McDonald

Linda H. McDonald, Board Clerk

The next regular Board of Finance meeting is scheduled for February 20, 2020.

PLEASE SEE THE MINUTES OF SUBSEQUENT MEETINGS FOR THE APPROVAL OF THESE MINUTES AND ANY CORRECTIONS HERETO.