

**BOLTON BOARD OF FINANCE  
REGULAR MEETING  
THURSDAY, NOVEMBER 19, 2020 – 7:15 pm  
VIRTUAL MEETING VIA ZOOM WEBSITE PLATFORM  
Minutes**

**Board of Finance Members Present:** Chairman Emily Bradley, Vice-Chair Robert Munroe, Ross Lally, Charles Danna Jr., Kristen Gourley, Richard Tuthill, and Robert DePietro

**Board of Education Members Present:** Superintendent of Schools Kristin Heckt

**Board of Selectmen Present:** First Selectman Sandra Pierog and Selectman Robert DePietro

**Staff Present:** Chief Financial Officer Jill Collins and Board Clerk Linda McDonald

**Others Present:** Nick Lavigne

1. Call to Order: E. Bradley called the meeting to order at 7:17 p.m.
2. Public Participation: No public participation.
3. Approval of Minutes:
- 3.1 Approval of October 8, 2020 Special Meeting Minutes:

The minutes of October 8, 2020 were amended as follows:

“The October 8, 2020 ~~emergency~~ **special** meeting of the Board of ~~Selectmen~~ **Finance** was called to order by Chair Emily Bradley at 7:00 p.m.”

R. DePietro MOVED to approve the October 8, 2020 special meeting minutes as amended. K. Gourley SECONDED. By roll call vote, MOTION CARRIED 7:0:0.

- 3.2 Approval of October 15, 2020 Regular Meeting Minutes:

K. Gourley MOVED to approve the October 15, 2020 regular meeting minutes as presented. R. DePietro SECONDED. By roll call vote, MOTION CARRIED 6:0:1 with R. Tuthill abstaining.

4. Election of Officers:

R. Tuthill MOVED to nominate Emily Bradley as Chair of the Bolton Board of Finance. R. DePietro SECONDED. No other nominations were put forward. MOTION CARRIED 7:0:1 with R. Tuthill abstaining.

R. Tuthill MOVED to nominate Robert Munroe as Vice-Chair of the Bolton Board of Finance. C. Danna SECONDED.

R. DePietro MOVED to nominate K. Gourley as Vice-Chair of the Bolton Board of Finance. R. Tuthill SECONDED.

No other nominations were put forward.

R. Munroe was voted in as Vice-Chair by roll call vote. MOTION CARRIED 4:3:0 with R. DePietro, K. Gourley, and R. Tuthill voting nay.

5. Elected Official and Town Staff Reports

a) BOE Update: K. Heckt reviewed the BOE budget reports with the members. As of October 31, 2020, the BOE budget is 22% expended for FY 2021. She said there are still several outstanding staff positions to be filled. She said she is working with UCONN to approve waivers to allow Bolton to hire student teachers. The BOE approved a transfer of \$20,000 from Salaries to Operations to provide a buffer in the operations budget for necessary repairs, purchases and additional PPE and cleaning supplies related to COVID-19. K. Heckt reviewed the information on education grant objectives (projected funds under BOE control) and projected 2020-2021 projected use of grant funds.

b) Revenue Summary: J. Collins reported, as of October 31, 2020, the current tax levy collected was at 100.02%. The current motor vehicle levy collected was at 91.21% and the interest and fees are at 33.06%. She reported the Town received the first payment of ECS money on November 1, 2020 and the COVID reimbursement money of \$17,958 will be coming in tomorrow.

c) Town Update: Administrative Officer Joshua Kelly provided a memo to the members on Town expenditures as of October 31, 2020. For FY 2021, the town is 29.33% expended as of October 31, 2020. No line item is currently over-expended. He noted that "department directors have risen to the challenge of effectively managing and leading their staff and daily activities during this COVID-impacted year."

d) Other: No other discussion.

6. On-going Business:

6.1 Approval of 2021 Meeting Calendar Dates:

R. Lally MOVED to approve the 2021 Meeting Calendar as presented. R. Munroe SECONDED. By roll call vote, MOTION CARRIED 7:0:0.

7. Adjournment: E. Bradley adjourned the regular meeting at 8:26 p.m.

Next Regular Meeting: December 17, 2020 Regular Meeting - 7:15 PM

Respectfully submitted by *Linda H. McDonald*

Linda H. McDonald, Board Clerk

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