

**BOLTON BOARD OF FINANCE  
REGULAR MEETING  
WEDNESDAY, DECEMBER 22 2021– 7:15 pm  
VIRTUAL MEETING VIA ZOOM WEBSITE PLATFORM  
Minutes**

**Board of Finance Members Present:** Chairman Emily Bradley, Vice-Chair Robert Munroe, Mather Clarke, Ross Lally and Charles Danna Jr.

**Board of Finance Members Absent:** Kristen Gourley and William Roddy

**Staff Present:** Interim Town Administrator Jim Rupert, Nick Lavigne from Community Voice Channel (CVC), and Board Clerk Linda McDonald

1. Call to Order: E. Bradley called the meeting to order at 7:17 p.m.
2. Public Participation: J. Rupert reported the State does not appear to be changing any of the Covid protocols. Community transmission has been significant. He asked everyone to be cautious, get vaccinated and boosted. He reported over 100 people attended a recent Covid booster vaccine clinic at the library.

J. Rupert said currently, by Executive Order, the Board will still be allowed to continue to hold virtual meetings.

3. Approval of Minutes:

3.a Approval of November 17, 2021 Regular Meeting Minutes:

R. Munroe MOVED to approve the November 17, 2021 regular meeting minutes as presented.  
C. Danna SECONDED. By roll call vote, the MOTION CARRIED 5:0:0.

4. Elected Official and Town Staff Reports:

4.a Board of Education Update: E. Bradley reported, as of November 30, 2021, the BOE budget is 28% expended for FY 2022. She said there has been an uptick in Covid cases in the schools and certain staff positions are still not filled. There is \$80,000 in actualized insurance changes from life events and new hires electing lower coverage.

4.b Tax Collection Summary: E. Bradley reported as of November 30, 2021, the current tax levy collected was at 99.52%. Motor Vehicle revenue collected was at 91.90 %.

4.c Town Update: Revenues – E. Bradley reported the town is doing well and the Municipal Stabilization grant was received. C. Danna asked if the supplemental MV levy estimate of \$175,000 was still anticipated. J. Rupert said this is a conservative estimate.

Expenses – J. Rupert reported the Town is 34.78% expended as of November 30, 2021. He said the town is on track for spending and he has no concerns with any budget expenditures at this time. Discussion followed on how weather changes affect the Highway Department budget.

4.d Other: J. Rupert said preliminary numbers on insurance coverage costs for next year look favorable.

5. New Business:

5.a Discussion regarding upcoming change to the BOF structure:

E. Bradley shared the portion of the official Town Charter relating to the structure of the new Finance Committee. The Finance Committee will replace the Board of Finance in 2023. As per the Town Charter, the Finance Committee will be composed of three voting members elected from the public at-large, two ex-officio voting members from the Board of selectmen and two ex-officio voting members from the Board of Education. The terms will be staggered. Discussion followed. E. Bradley will follow-up to confirm the terms of the current BOF will be up immediately following the 2023 election and if there will be a transition period over to the Finance Committee.

5.b Appoint CAPA Representative:

E. Bradley said the CAPA committee meets to review, prioritize and finalize the capital projects for the Town. A member of the BOF has to be appointed to the committee and the next meeting is scheduled for January 2022. E. Bradley said Kristen Gourley has expressed interest in being appointed as the Board of Finance representative to CAPA.

R. Munroe MOVED to appoint Kristen Gourley as the BOF representative to the CAPA Committee. R. Lally SECONDED. By roll call vote, MOTION CARRIED 5:0:0.

5.c Approve FY2023 BOF and Auditor's budgets: The members reviewed the BOF budget request for FY2023.

C. Danna MOVED to approve the presented FY2023 Board of Finance Budget of \$2,200. M. Clarke SECONDED. By roll call vote, MOTION CARRIED 5:0:0.

E. Bradley explained there is an increase from \$26,500 in the FY2022 auditing services budget request to \$29,000 in the requested FY2023 auditing services budget because the auditor has to produce an additional report regarding additional federal Covid-related funds received by the town.

R. Munroe said he does not know if that type of contingency is covered in the contract with the auditor. He said a Memorandum of Understanding (MOU) between the BOF and the auditor may be needed. E. Bradley concurred and said she would follow-up with this.

Contingent upon the need for an MOU between the auditor and the BOF for the aforementioned additional services, R. Munroe MOVED to approve the presented FY2023 budget of \$29,000 for auditing services. C. Danna SECONDED. MOTION CARRIED 5:0:0.

5.d Draft of Budget calendar: The members reviewed the draft of the budget calendar for the FY 2023 budget review process. No changes were made to the calendar at this time.

E. Bradley said the BOE will hold budget workshops on February 10, 2022 at 7:00 p.m. and February 24, 2022 at 6:30 p.m. She said she will compile a complete list of BOE, BOS workshop meetings to send out to the members.

Discussion followed on the format to hold future meetings. Consensus is to continue with the zoom format at this time. Discussion will continue at future meetings.

6. Adjournment: E. Bradley adjourned the meeting at 8:28 p.m.

Next Meetings:

January 20, 2022 @ 7:15 pm

February 17, 2022 @ 7:15 pm

Respectfully submitted by Linda H. McDonald, Board Clerk

*Linda H. McDonald.*

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