

**BOLTON BOARD OF FINANCE
REGULAR MEETING
WEDNESDAY, NOVEMBER 17, 2021– 7:15 pm
VIRTUAL MEETING VIA ZOOM WEBSITE PLATFORM
Minutes**

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

Board of Finance Members Absent: Ross Lally and William Roddy

Board of Education Members Present: Superintendent of Schools Kristin Heckt

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 7:18 p.m. and welcomed Mather Clarke to the board. The members introduced themselves to M. Clarke.

2. Public Participation: K. Gourley asked about the town's discontinuation of the relationship with the YMCA. J. Rupert said the relationship will still continue and the YMCA would be able to continue the program out of the school instead of the Bolton Notch Municipal Center, if necessary.

3. Approval of Minutes:

3.a Approval of October 27, 2021 Regular Meeting Minutes:

Chairman Bradley asked unanimous consent of the October 27, 2021 regular meeting minutes as presented. Hearing no objections, the Chair said the minutes are approved.

4. Election of Officers:

E. Bradley read Section 11.1(a) of the Town Charter, stating board elections of officers have to be completed by December 17, 2021.

Kristen Gourley MOVED to nominate Emily Bradley as Chair for calendar year 2022. Charles Danna SECONDED.

Robert Munroe MOVED to nominate Robert Munroe as Chair for the calendar year of 2022. Charles Danna SECONDED.

Hearing no other comments, E. Bradley closed the nominations for Chair.

K. Gourley said the position of Chair has changed with the additional technical aspects brought on by the need for remote meetings. She said E. Bradley has managed the meetings well through difficult times over the past two years and supports E. Bradley continuing as Chair.

R. Munroe said he would need schooling in the technical aspects of running a remote meeting if he was chosen as Chair. He said his strengths lie in his length of service to the Town and knowledge of the whole budget process.

C. Danna commented all members have had a learning curve with the technical aspects of the meetings and both candidates are highly qualified to hold the position of either Chair or Vice-Chair.

By roll call vote, MOTION to elect Robert Munroe as Board of Finance Chair for 2022 FAILED 1:4:0 with E. Bradley, K. Gourley, C. Danna, and M. Clarke opposed.

By roll call vote, MOTION to elect Emily Bradley as Board of Finance Chair for calendar year 2022 PASSED 4:0:1 with R. Munroe abstaining.

C. Danna MOVED to nominate Robert Munroe as Vice-Chair for the calendar year 2022. K. Gourley SECONDED.

E. Bradley MOVED to nominate Kristen Gourley as Vice-Chair for the calendar year 2022. R. Munroe SECONDED.

Hearing no other comments, E. Bradley closed the nominations for Vice-Chair.

By roll call vote, MOTION to elect Robert Munroe as Board of Finance Vice-Chair for calendar year 2022 PASSED 4:0:1 with K. Gourley abstaining.

5. Elected Official and Town Staff Reports:

5.a Board of Education Update: Superintendent Heckt reported, as of October 30, 2021, the BOE budget is 21% expended for FY 2022. She spoke to the ever-changing landscape in Special Education. As per an agreement with the BOF, the BOE will not transfer monies out of the Special Education budget at the end of the fiscal year to other areas. Any unexpended funds are returned at the end of the fiscal year. She emphasized the BOE budgets for knowns, not placeholders.

Superintendent Heckt said the schools continue to experience staff shortages, but one para-professional position has been filled.

Superintendent Heckt reviewed the BOE grant expenditures. The grant total for this year is \$614,616, down from \$655,173 last year. The BOE, where fiscally feasible, has moved positions out of grants and placed them in the operating budget.

She explained that last year the town had forty-eight Choice students last year and this year there are forty. As a result, the BOE has had to reduce the monies in the Choice budget for technology purchases. She reported that ESSER funds have been used to cover technology purchases for the shortfall of monies for the Choice program.

Superintendent Heckt provided a comprehensive picture of the Coronavirus Relief Funds the BOE has received to this date as follows:

- ESSER I funds received totaled \$17,146 and were fully expended in FY 2020 to purchase Chromebooks for remote learning during the pandemic shutdown.

- The next funds received were the Coronavirus Relief Funds of \$184,408, which were fully expended in FY 2021. There was a large variety of COVID-related items purchased with these funds, having to do with PPE, safety, and security.
- ESSER II Funds received total \$76,019 and are expected to be fully expended by 9/1/22 to purchase Chromebooks, pay summer 2021 learning salaries and purchase supplies for the summer learning program.
- ARP ESSER Funds received total \$169,510 and are expected to be fully expended by 12/1/23 but is contingent upon the ability to get technology items. The funds will include the purchase of Chromebooks, desktops for teachers at Bolton Center School (BCS) and the purchase of a sound field system at BCS to amplify the teachers' voices to aid learning as teachers and elementary students are masked.

Superintendent Heckt said how the BOE used the monies directly supported the Bolton Public Schools Strategic Plan goals I and II. She reported the BOE will also be receiving Special Education Coronavirus Relief monies that are very restrictive on how they can be used. The grants are in the process of being written. She said she will update the BOF as she gets additional information.

5.b Tax Collection Summary: E. Bradley reported as of October 30, 2021, the current tax levy collected was at 99.09%. Motor Vehicle revenue collected was at 90.57%.

5.c Town Update: Revenues – J. Rupert reported the Land Use department took in a \$42,000 building permit fee which will increase the projected revenues of that department. Expenses – J. Rupert reported the Town is 22.61% expensed as of October 30, 2021. He said he has no concerns with any budget expenditures at this time.

5.d Other: J. Rupert said there has been a transfer in the Fire Commission budget to cover expenses in a new travel line item. He reported supervisors are building their department budgets.

E. Bradley asked that the Board of Education (BOE) and Town share their calendars for the upcoming budget workshops. Superintendent Heckt said the BOE workshops are scheduled for 2/10/22 and 2/24/22.

5. New Business:

5.a Approval of Calendar Year 2022 Meeting Schedule:

Members discussed whether to hold meetings on the last Wednesday or on the third Thursday each month for 2022. Consensus of the board was to return to the original schedule of Thursday meetings at 7:15 p.m.

R. Munroe MOVED to approve the Board of Finance 2022 Meeting Schedule as follows:

Thursday, January 20, 2022
 Thursday, February 17, 2022
 Thursday, March 17, 2022

Thursday, April 21, 2022
Thursday, May 19, 2022
Thursday, June 16, 2022
Thursday, September 15, 2022
Thursday, October 20, 2022
Thursday, November 17, 2022
Thursday, December 15, 2022

K. Gourley SECONDED. By roll call vote , MOTION CARRIED 5:0:0.

6. Adjournment: E. Bradley adjourned the meeting at 8:40 p.m.

Next Meeting:

December 22, 2021 Regular Meeting - 7:15 p.m.

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.