

**BOLTON BOARD OF FINANCE  
REGULAR MEETING  
THURSDAY, FEBRUARY 17, 2022– 7:15 pm  
VIRTUAL MEETING VIA ZOOM WEBSITE PLATFORM  
Minutes**

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

**Board of Finance Members Absent:** Ross Lally, Mather Clarke, Alex Rivera

**Staff Present:** Interim Town Administrator Jim Rupert, Chief Financial Officer Jill Collins and Board Clerk Linda McDonald

**Others Present:** Nick Lavigne from Community Voice Channel (CVC)

1. Call to Order: E. Bradley called the meeting to order at 7:17 p.m.
2. Public Participation: Upon request from the Chair, J. Rupert said he will check on the status of the Governor’s Executive Order regarding the ability for municipal boards to continue to hold remote meetings and report back to the board. E. Bradley polled the members on their preference for holding remote, hybrid, or in-person meetings in the future.
3. Approval of Minutes:
  - 3.a Approval of January 20, 2022 Regular Meeting Minutes:

The January 20, 2022 regular meeting were amended as follows: In the heading, the day of the meeting was changed from Wednesday to Thursday.

R. Munroe MOVED to approve the January 20, 2022 regular meeting minutes as amended. K. Gourley SECONDED. By roll call vote, the MOTION CARRIED 4:0:0.
4. Elected Official and Town Staff Reports:
  - 4.a Board of Education Update: E. Bradley reported, as of January 31, 2022, the BOE budget is 47% expended for FY 2022 and the BOE is projecting an under expenditure of \$170,000. The members reviewed the BOE transfer listing for January 2022.

Discussion followed on the budget item for textbooks. C. Danna asked what the \$7,000 cost covered, i.e., all textbooks or a selection. Discussion followed on the current costs for textbooks. After reviewing the salaries budget line, K. Gourley recommended, during the upcoming budget process, the BOF keep in mind the reason for extra money in the BOE salaries budget due to the unfilled positions.
  - 4.b Revenue Summary: J. Rupert reported no concern with the supplemental levy and supplemental motor vehicle percentages.

J. Collins reported the \$30,000 overpayment of taxes discussed at the last meeting should show up as a reduction in the February report. She expressed concern with the supplemental motor vehicle number for next year as the prices of motor vehicles will

not rise at the level experienced this year. Discussion followed on the potential 29 mill cap on motor vehicles for FY23 being proposed in the state budget.

- 4.c Town Update: Revenues – J. Rupert reported nothing of great concern. J. Collins reported the town is still on target with the numbers from the State funding.

Expenses – J. Rupert reported the Town remains on track for appropriate spending for this fiscal year.

Discussion followed on the costs for the long duration of storms on recent weekends. J. Rupert said there is enough in the Highway budget to cover a couple more storms.

- 4.d Other: No other updates.

## 5. On-going Business:

- 5.a Consider and Act on FY2023 Budget Calendar:

E. Bradley reported the BOS is scheduled to meet at 7:00 p.m. next Wednesday, February 23 for budget review. J. Collins said copies of the BOS latest draft of the proposed budget can be made available to BOF members who wish to attend the meeting. The BOE is scheduled to meet at 6:30 p.m. February 24 for budget review.

The members reviewed the draft budget calendar for the FY 2023 budget review process. Discussion followed on how to hold the public hearing.

R. Munroe MOVED to approve the FY2023 budget calendar as presented. C. Danna SECONDED. MOTION CARRIED 4:0:0.

## 6. New Business

- 6.a CAPA Update:

K. Gourley reported at the last CAPA meeting, the members went over everything, line by line and no decisions were made. She noted the fire alarm contract generated a lot of discussion as well as what to do for the Heritage Farm property and building a septic system there large enough to support the Town. Also, the Town has prepared for the replacement of a few vehicles but she has concern with the current prices and shortage of chips.

K. Gourley talked about the cost for the teardown of Notch Road Municipal Center, originally estimated at over 3 million dollars. J. Rupert said the Town did get an actual new price this week of 1.5 million dollars. He said, as the building is becoming an unsafe structure, the Town has to deal with moving staff from the municipal center sooner than later.

J. Rupert reported the Governor has set aside 90 million dollars in the next proposed State budget for a 50% match for towns to address the indoor air quality issue at schools.

The next CAPA meeting is scheduled for March 3, 2022.

7. Adjournment: E. Bradley adjourned the meeting at 8:21 p.m.

Next Meetings:

Regular Meeting - March 17, 2022 @ 7:15 pm

Possible Meetings:

Special Meeting – Tuesday, March 22, 2022 @ 7:15 p.m.

Special Meeting – March 24, 2022 @ 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.