

**BOLTON BOARD OF FINANCE
SPECIAL MEETING
APRIL 6, 2023 – 7:15 P.M.
HYBRID MEETING VIA ZOOM WEBSITE PLATFORM &
TOWN OF BOLTON, 222 BOLTON CENTER RD, BOLTON
MINUTES**

Board of Finance Members Present: Ross Lally – Chairman, Robert Munroe – Vice Chair, Kristen Gourley, Mather Clarke, Ashley Phelan, Amanda Gordon, and Charles Danna Jr.

Board of Education Members Present: Susan Pike & Scott Rich

Staff Present: James Rupert – Town Administrator, Kristin Heckt – Superintendent, Jill Collins – Chief Financial Officer, and Ashleigh Johnson – Board Clerk

1) Call to Order: R. Lally called this meeting to order at 7:15 PM.

2) Public Participation: Patrick Kelly says our budget is not easily accessible unlike surrounding towns and would like to see line items, etc. for the proposed budget. He wants to know where the money is going. K. Heckt said BOE budget is on the BOE website. P. Kelly stated that he would like for everything to be on the same website so it's easily accessible. J. Rupert said this is a great suggestion and he will make sure it is put on the website however possible.

3) Consider and possibly act on: Resolutions to go to Town Meeting on April 18, 2023:

C. Danna MOVED to approve the resolution: "Resolved that the Town of Bolton hereby approves the allocation of \$100,000 from FY2022 surplus funds within the General Fund to the Capital Reserve account to be used for grant matches for capital projects". R. Munroe SECONDED. The Board agrees this is a good investment for the town. By roll call vote, passes UNANIMOUSLY 7:0:0.

4) Ongoing Business:

a) Discussion of FY2023 Budgets (expenditures & revenues):

J. Collins presented the budget numbers thus far and what she believes we could expect for each line item. The Board discussed what they are estimating to receive in revenues.

The Board agreed to change the motor vehicle to 95% collection based on previous revenue received.

R. Lally asked BOE what information they have for give backs. K. Heckt said Special Education is still getting hit, so she still doesn't believe they will be able to give back. She did have news on insurance, which are blended rates and will reduce BOE insurance by \$70,000, but to keep in mind that they have no had open enrollment yet. She also specified that they had a reduction of \$22,910 in Diesel fuel for a total of \$92,910 total reduction in the BOE ask.

J. Rupert explained that after BOS next meeting in the beginning of May, they should have numbers, but they do not have anything yet.

b) Discussion of FY2024 Budgets (expenditures & revenues):

K. Heckt asked if the insurance funding from a while ago is still available and if it would be possible to use that money to help offset insurance increases. J. Collins explained this would have to be approved by BOS. K. Gourley is concerned that they never knew of this insurance funding. J. Collins explained that this hasn't been hidden and is an audited number. R. Lally would like to discuss the ordinance on the insurance funding. J. Rupert explained the difficulty of changing an ordinance.

J. Collins announced that educational cost sharing will go down approximately \$60,000, which is given to us by the state. C. Danna asked what this is based on. J. Collins said it is based on BOE expenditures, actual not proposed.

K. Gourley MOVED to approve the transfer of numbers J. Collins recommended for FY23 to FY24. A. Phelan SECONDED. J. Collins and J. Rupert recommended lowering prior year's collection line to \$70,000 or a little more because the Tax Collector had collected a large amount of prior year taxes of around \$50,000 from one taxpayer and that isn't to be expected every year.

R. Munroe shared his frustration on the issues with interest from the bank and the lack of information to be received. J. Collins explained to the Board about not having \$7 million in the bank at all times, which is needed to accrue interest, and that we will possibly be under that soon due to BOE balloon pay.

K. Gourley WITHDREW motion to transfer numbers from FY23 to FY24.

K. Gourley MOVED to approve amendments to FY24 budget numbers. A. Gordon SECONDED. By roll call vote, passes UNANIMOUSLY 7:0:0.

R. Munroe MOVED to approve the reduction of the BOE budget by \$92,910. K. Gourley SECONDED. By roll call vote, passes UNANIMOUSLY 7:0:0.

A. Gordon MOVED to accept the BOE budget and BOS budget and contingency fund. C. Danna SECONDED. By roll call vote, passes UNANIMOUSLY 7:0:0.

c) Discussion on Public Communication/Outreach:

A. Gordon and A. Phelan made suggestions for the public communication/outreach for everyone to consider. The Board shared ideas on what to remove and what to add to and change in these presentations. A. Gordon asked if BOS had what they would cut to include in the presentation like BOS presentation had, if cuts were necessary. J. Rupert said BOS is not willing to provide this information and that it's difficult to say what would be cut without an actual number, but it would probably be from services and personnel.

d) FY2024 Budget calendar:

R. Lally said our next meeting is on the 18th of April. K. Gourley reminded everyone that K. Heckt and herself will not be at the public hearing on the 25th of April.

5) Adjournment: R. Lally adjourned this meeting at 10:15 PM.

Next Meetings:

April 18, 2023 – Special Meeting (THIS IS A TUESDAY) (if necessary)

April 20, 2023 – Regular Meeting

Respectfully submitted by Ashleigh N. Johnson, Board Clerk

Ashleigh N. Johnson

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

SEE ATTACHMENTS UNDER SEPARATE COVER.

**BOLTON BOARD OF FINANCE
SPECIAL MEETING
APRIL 18, 2023 – 7:15 P.M.
HYBRID MEETING VIA ZOOM WEBSITE PLATFORM &
TOWN OF BOLTON, 222 BOLTON CENTER RD, BOLTON
MINUTES**

Board of Finance Members Present: Ross Lally – Chairman, Robert Munroe – Vice Chair, Kristen Gourley, Mather Clarke, Ashley Phelan, Amanda Gordon, and Charles Danna Jr.

Board of Education Members Present: Susan Pike, Rhea Klein, and Christopher Davey

Board of Selectmen Members Present: Pam Sawyer

Staff Present: Kristin Heckt – Superintendent, Jill Collins – Chief Financial Officer, and Ashleigh Johnson – Board Clerk

1) Call to Order: R. Lally called this meeting to order at 7:15 PM.

2) Public Participation: R. Lally called for public participation, but there was none.

3) Ongoing Business

a) Discussion of FY2023 Budgets (expenditures & revenues):

R. Lally mentioned that the BOE would be giving back \$92,910, which changes the BOE ask to \$16,109,150. He mentioned that BOS will not have any numbers for give backs until after the public hearing.

b) Discussion of FY2024 Budgets (expenditures & revenues):

R. Lally said with a contingency of \$25,000, our combined budget ask is \$24,826,779 with the ability to further adjust if needed after the public hearing.

c) Discussion on Public Communication/Outreach:

A. Gordon presented the powerpoint on the budget information to be presented at the public hearing. The Board discussed different ideas and adjustments to be made to the presentation to make it more understandable for taxpayers and voters to know what numbers they are voting on, and how the numbers differentiate between previous years.

d) FY2024 Budget Calendar:

R. Lally went over what will be discussed on Thursday's meeting and the meetings to follow.

4) Adjournment: R. Lally adjourned this meeting at 8:42 PM.

Next Meetings:

April 20, 2023 – Regular Meeting

April 25, 2023 – Public Hearing

April 25, 2023 – Special Meeting (if necessary)

May 4, 2023 – Special Meeting (if necessary)

Respectfully submitted by Ashleigh N. Johnson, Board Clerk

Ashleigh N. Johnson

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

SEE ATTACHMENTS UNDER SEPARATE COVER.

**BOLTON BOARD OF FINANCE
REGULAR MEETING
APRIL 20, 2023 – 7:15 P.M.
HYBRID MEETING VIA ZOOM WEBSITE PLATFORM &
TOWN OF BOLTON, 222 BOLTON CENTER RD, BOLTON
MINUTES**

Board of Finance Members Present: Ross Lally – Chairman, Robert Munroe – Vice Chair, Kristen Gourley, Mather Clarke, Ashley Phelan, Amanda Gordon, and Charles Danna Jr (arrived at 7:18).

Board of Education Members Present: Rhea Klein and Christopher Davey

Staff Present: Jill Collins – Chief Financial Officer and Ashleigh Johnson – Board Clerk

Others Present: Harry Colonis and Alexis Kahn with Chelsea Groton Bank and Nick Lavigne with CVC.

1) Call to Order: R. Lally called this meeting to order at 7:15 PM.

2) Public Participation: R. Lally called for public participation, but there was none.

3) New Business:

a) Discussion with Chelsea Groton Bank representatives:

J. Collins recommended that R. Munroe ask his questions to the Chelsea Groton representatives. R. Munroe expressed his concern with the lack of interest income and states he doesn't feel as though we are being treated as a partner. A. Kahn explained to R. Munroe that they did increase the interest to 1% from .5%. R. Munroe asked when this increase came into effect. A. Kahn said several days ago. R. Lally asked why personal accounts are gaining more interest than Bolton and asked if this was due to the insurance requirements for the town. H. Colonis explained that Bolton is only FDIC insured for up to \$250,000, but if that is a concern they can discuss it and possibly adjust it. H. Colonis added that Chelsea Groton's interest rates are typically conservative while focusing more on relationships and services. A. Gordon requested for Chelsea Groton to show what we would get with the fees versus without the fees, so we can weigh the cost of the fees on what we are losing in interest, since Chelsea Groton explained that we aren't being charged fees. A. Kahn said they will take it back to discuss options.

4) Approval of Minutes:

a) March 30, 2023 Special Meeting:

R. Munroe MOVED to approve the minutes for the March 30, 2023 Special Meeting as presented. C. Danna SECONDED. By roll call vote, passes UNANIMOUSLY 7:0:0.

b) April 6, 2023 Special Meeting:

R. Munroe MOVED to approve the minutes for the April 6, 2023 Special Meeting. K. Gourley SECONDED. After review, the Board noticed there was a page missing from their documents, so this meeting minute approval will be put on hold and discussed in the next meeting. K. Gourley WITHDREW the motion to approve the minutes for April 6, 2023.

5) Elected Official and Town Staff Reports:

a) Board of Education Update:

R. Klein stated the BOE has expended 65% of their budget as of March 31, 2023. They are currently projecting an expenditure of \$15,116,410 which is under expenditure of \$42,256. R. Klein then explained the transfers to the Board and the reasoning.

b) Tax Collection Summary:

J. Collins announced we have collected 101.12% of the FY23 budget. 101.38% in current year levy, 96.05% in motor vehicle levy, and 108.93% in supplemental motor vehicle. There are no surprises.

c) Town Update:

J. Collins said the town update is the same as last month, and there are some problem areas as discussed before. A. Gordon asked what the maximum number of referendums are allowed by June 30th. J. Collins said two. J. Collins believes that elections will be a problem area. J. Collins then presented transfers to the Board.

d) Other:

None.

6) Ongoing Business:

a) Discussion of FY2023 Budgets (expenditures & revenues):

None.

b) Discussion of FY2024 Budgets (expenditures & revenues):

A. Gordon asked what we budgeted for Elections in FY24. J. Collins said we budgets \$67,830. A. Gordon said she heard that the state won't be giving Towns money to make up for the motor vehicle cap in FY24 and asked if we budgeted for that. J. Collins said the state did give us a number for FY24 and the real estate and personal property mill rate increase makes up the difference for the motor vehicle mill rate cap.

c) Discussion on Public Communication/Outreach:

A. Gordon presented her presentation that has been adjusted according to Board deliberations and help from the BOE.

R. Lally announced his appreciation to the Board along with the new members saying they are a huge asset to the BOF.

d) FY2024 Budget Calendar:

R. Lally went over future meetings and plans for those meetings.

7) Adjournment: R. Lally adjourned this meeting at 8:47 PM.

Next Meetings:

April 25, 2023 – Public Hearing (THIS IS A TUESDAY)

April 25, 2023 – Special Meeting (immediately following Public Hearing if necessary)

May 4, 2023 – Special Meeting (if necessary)

Respectfully submitted by Ashleigh N. Johnson, Board Clerk

Ashleigh N. Johnson

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

SEE ATTACHMENTS UNDER SEPARATE COVER.

**BUDGET TRANSFER REQUEST
TO
BOARD OF SELECTMEN**

BUDGET: Board of Finance

Transfer \$410. from category office oper. Supplies to category Payroll

(within budget) from #1005-04-415-000000-56120-00000

to #1005-04-415-000000-51610-00000

Transfer \$ _____ from Budget _____ to Budget _____

from category _____ to category _____

from # _____ - _____ - 000000 - _____ - 000000

to # _____ - _____ - 000000 - _____ - 000000

Other \$ _____

Explanation: To cover underbudgeted salary line.

Signature

Title

Date

Board of Selectmen

Approved

Comments:

Yes No

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date _____

**Town of Bolton, Connecticut
Board of Finance
Budget Calendar
FY2024 Budget Review**

- 3/16/23 Board of Finance Regular Meeting – with Board of Education re: FY2024 Budget
7:15 PM
- 3/21/23 Board of Finance Special Meeting – with Board of Selectmen re: FY2024 General Government,
Capital & Debt Budgets – Location Town Hall 7:15 PM **(THIS IS A TUESDAY)**
- 3/23/23 Board of Finance Special Meeting - Budget Deliberations (if necessary)
Location: Town Hall 7:15 PM
- 3/28/23 Board of Finance Special Meeting - Budget Deliberations (if necessary)
Location: Town Hall 7:15 PM **(THIS IS A TUESDAY)**
- 3/30/23 Board of Finance Special Meeting - Budget Deliberations (if necessary)
Location: Town Hall 7:15 PM
- 4/04/23 Board of Finance Special Meeting - Budget Deliberations (if necessary)
Location: **NRMC Room B** 7:15 PM **(THIS IS A TUESDAY)**
- 4/06/23 Board of Finance Special Meeting - Budget Deliberations (if necessary)
Location: Town Hall 7:15 PM
- 4/10-4/14/23 Bolton Public Schools Spring Recess
- 4/18/23 Board of Finance Special Meeting - Budget Deliberations (if necessary)
Location: Town Hall 7:15 PM **(THIS IS A TUESDAY)**
- 4/20/23 Board of Finance Regular
7:15 PM
- 4/21/23 **Budget Filed with Town Clerk (5 days prior to Public Hearing)**
- 4/21/23 **Public Notice Issued (5 days prior to Public Hearing)**
- 4/25/23 **Public Hearing/Board of Finance Special Meeting (if necessary)**
Time: 7:15 PM (THIS IS A TUESDAY)
Location: Town Hall
- 5/04/23 Board of Finance Special Meeting (if necessary)
Location: Town Hall 7:15 PM
- 5/10/23 Board of Finance – Must adopt the budget on or before this date
- 5/18/23 Board of Finance Regular Meeting
7:15 PM
- 5/19/23 **Budget Filed with Town Clerk (5 days Prior to Referendum)**
- 5/19/23 **Budget Question Due to Town Clerk (5 days prior referendum)**
- 5/23/23 **Budget Referendum**
- 5/24/23 **Board of Finance Special Meeting**
Location: Town Hall 7:15 PM