



Town of Bolton

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**BOARD OF SELECTMEN
TUESDAY, FEBRUARY 18, 2020
7:00 P.M. - TOWN HALL
BUDGET WORKSHOP MINUTES**

The February 18, 2020 Board of Selectmen Budget Workshop was called to order by First Selectman, Sandra Pierog, at 7:00 PM.

ROLL CALL

MEMBERS PRESENT: First Selectman Sandra Pierog, Deputy First Selectman Kim Miller, Selectman Michael Eremita, Selectman Robert Morra, and Selectman Robert DePietro.

OTHERS PRESENT: Board of Finance Chair Emily Bradley, Finance Director Jill Collins, Administrator Joshua Steele Kelly, and one member of the public.

AGENDA ITEM 2A – Administration

DISCUSSION: Kelly explained about the changes visible between the FY 21 budget ask for this department and the FY 20 allotted amount. After the moving of the transfers line to a new budget section was discussed, it was asked that Kelly include more information about the need for the change in future drafts of the budget document. It was noted that leaving transfers in the Administration budget would allow for more flexibility over the course of a given year, but overall it was more acceptable under the UCOA system to place those expenditures in their own category. Eremita asked about the change in title for the two confidential secretaries in the Selectmen's Office, and the question of whether or not title changes would permit those positions to join a union or not.

AGENDA ITEM 2B – Police Services

DISCUSSION: Kelly presented the Police Services budget section, noting that the estimate that the town has recently received in the mail is less than the amount currently shown as the department request. Despite this, current events in town may result in there needing to be increased police expenditures in FY 21.

AGENDA ITEM 2C – Personnel Services

DISCUSSION: Kelly and Collins presented the Personnel Services budget section. It was explained that the HRA/HSA line was new this year and represented an amount of money that was previously hidden in the general medical insurance line. DePietro asked a question about the unemployment compensation, to which Collins responded that the amount needed can vary each year.

AGENDA ITEM 2D, 2E, 2F, and 2G – Insurance, Probate Court, Animal Control, and Public Building Commission

DISCUSSION: Kelly presented the budget sections associated with these agenda items, after which there were no questions.

AGENDA ITEM 2H & 2I – Finance Department & Auditing

DISCUSSION: Collins presented the budget sections associated with these agenda items. Eremita asked that more information be included in future budget documents about how much staffing, in Full-Time Equivalents (FTEs), each department has at their disposal. Discussion was held on how many hours per week the assistants in the Finance Department should be budgeted for, and a general consensus was reached that 37 was adequate for FY 21 and that further adjustments could be made in following fiscal years. A brief discussion was held on whether the Board of Education should be required to include their share of the auditor's costs in their budget document rather than in the Town document, to which Collins replied that the Auditor himself had also asked that question.

AGENDA ITEM 2J – Board of Finance

DISCUSSION: Bradley presented her budget request, which is generally level to the FY 20 allocation. There were no questions.

AGENDA ITEM 2K – Other Budgets

DISCUSSION: Collins and Kelly discussed bond payments with the Board, noting the amount allocated in the three budget sections dedicated to debt payments. Brief discussion was held on when various bonds would be expiring.

The Chair adjourned the meeting at 8:32 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'J. Steele Kelly', written in a cursive style.

Joshua Steele Kelly, Administrator

See minutes of subsequent meetings for approval of these minutes and any corrections hereto.