



Town of Bolton

222 BOLTON CENTER ROAD • BOLTON, CT 06043
TELEPHONE (860) 649-8066 FAX (860) 643-0021

BOS FINANCE & ADMINISTRATION COMMITTEE MONDAY, DECEMBER 21, 2020 7:00 P.M. – VIRTUAL SPECIAL MEETING MINUTES

The December 21, 2020 meeting of the Board of Selectmen's Finance & Administration Committee was called to order by Chair, Sandra Pierog, at 7:04 PM.

ROLL CALL

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

OTHERS PRESENT: Administrator Joshua Steele Kelly.

PUBLIC COMMENT

None.

AGENDA ITEM 3A – Consideration and possible action on the possible creation of a committee focused on diversity and inclusion.

DISCUSSION: Pierog presented a memo, drafted by Kelly, that detailed the several ways in which other towns have gone about addressing matters of diversity and inclusion, and Pierog shared that she has already received requests from various members of the community for the creation of a committee on the subject, which includes a number of individuals who hope to serve on the committee once it is created. Eremita shared anecdotes about his experiences with diversity in East Hartford and Bolton, and both he and Miller expressed their support for the creation of some such committee on the subject.

CONSENSUS was reached to forward a proposal for the creation of a diversity and inclusion ad hoc committee to the full Board of Selectmen for their next meeting in January.

AGENDA ITEM 3B – Consideration and possible action on proposed amendments to the Financial Policy Manual.

DISCUSSION: Kelly explained that Jill Collins, the Town's Director of Finance, has identified a few issue areas in which the Financial Policy Manual needs to be amended or otherwise improved.

CONSENSUS was reached that any proposed amendments would be reviewed and voted on at the next Board of Selectmen meeting in January.

AGENDA ITEM 3C – Consideration and possible action on Sustainable Purchasing Policies.

DISCUSSION: Kelly recapped the actions taken by the Subcommittee at their last meeting in March on this subject, and noted that not much work had been done on the subject since that

time. He described a possible path forward, and the Subcommittee members expressed their support.

CONSENSUS was reached that all Subcommittee members would review the draft Sustainable Purchasing Policies and consider three items: (1) which listed policies are too difficult to reasonably execute, (2) what other policies could be included to further the Town's sustainability goals, and (3) which listed policies are on-target and should remain in the draft document. Kelly will run the draft policies past the Highway Director, the Director of Buildings & Grounds, and the Fire Chief for comment.

AGENDA ITEM 3D – Consideration and possible action on a request for proposals for banking services.

DISCUSSION: Kelly told the Board that Collins has now reviewed the draft RFP and has submitted revisions, most of which are included in the draft document that was included in the packet. Eremita brought up the fact that many banks are far away, and Pierog asked that the RFP allow for banks within a 25 mile radius to be able to submit proposals.

CONSENSUS was reached to forward the RFP to the full Board for approval.

AGENDA ITEM 3E – Consideration and possible action on cemetery care services.

DISCUSSION: Subcommittee members reviewed a draft RFP that Kelly created on this subject, and Kelly noted that the Director of Buildings & Grounds did state that he believes his crew could conduct some landscaping services at the cemeteries if necessary.

CONSENSUS was reached for Kelly to make some small changes to the RFP and to present that new draft to the Board at their next meeting for an approval vote.

AGENDA ITEM 3F – Consideration and possible action on the Economic Development Commission.

DISCUSSION: Discussion was held on the future of the Economic Development Commission, as it was noted that the body only had two members at the present time as a result of two recent resignations.

CONSENSUS was reached to have Kelly ask Gwen Marrion, Chair of the Charter Revision Commission, if the Charter Revision Commission would soon be recommending that the Economic Development Commission would be removed as a Chartered Commission.

The Chair adjourned the meeting at 8:08 PM.

Respectfully submitted,

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

Joshua Steele Kelly, Administrator