

**BOLTON BOARD OF SELECTMEN
BUDGET WORKSHOP SPECIAL MEETING
7:15 PM, TUESDAY, JANUARY 31, 2023
BOLTON TOWN HALL, 222 BOLTON CENTER ROAD
In-Person and Virtual (Hybrid Format)**

MINUTES

Board of Selectmen Members Present: First Selectman Pamela Sawyer (in-person), Deputy First Selectman Robert Morra (in-person), Adam Teller (in-person), Robert DePietro (via Zoom), Michael Eremita (via Zoom)

Staff Present: Interim Administrative Officer Jim Rupert (in-person), Recording Secretary Linda H. McDonald (via Zoom), Chief Financial Officer Jill Collins (via Zoom), Town Clerk Elizabeth Waters (via Zoom), Director of Senior and Social Services Carrie Concatelli (via Zoom), Assessor Kara Fishman (in-person)

Others Present: Rodney Fournier (via Zoom)

1. Call to Order: P. Sawyer called the meeting to order at 7:15 p.m.
2. Budgets
- 2.a Senior and Social Services/Public Health Department:

Director of Senior and Social Services Carrie Concatelli presented the proposed FY2024 budget and explained the proposed increases in the Repairs and Maintenance, Payroll, and Supplies line items.

A. Teller requested to see more narrative in these budget workshops because when the budget goes out to referendum, the board would like to be able to explain to the residents the reasons for increases and provide background for year-to-year fluctuations in line-item costs.

P. Sawyer requested C. Concatelli provide the board with figures on increased usage of the senior center services.

C. Concatelli explained the Other Payments line-item has been historically used to fund all social services. She said there is a donation-based resident assistance fund which was a drop package last year that did go forward so this year all of social services has been funded totally donation-based. As this has been a high energy cost season, she did put the money in as a restored amount but it is still listed as a drop package.

M. Eremita noted it would be a big help for the board to have an explanatory paragraph for each line item in all budgets. This would aid the board in their pre-meeting review of the budget documents.

C. Concatelli said she is proposing a reduction or elimination of the annual contract with UR Community Cares in the Professional/Technical Services line-item up to \$2,000 as usage of the program continues to be minimal. She noted people continue to express a need for assistance in their homes, but there has not been a lot of interest working with volunteers through the digital platform connecting community members with volunteers.

2.b Town Clerk:

Town Clerk Elizabeth Waters explained the proposed increase in the Payroll line-item is due to raises slated per the union. The proposed increase in the Other Contracts line-item is due to an increase in fees for Cott Systems (land record software) and BAS (dog licensing software).

2.c Assessor:

Assessor Kara Fishman explained the proposed increase in the Payroll line-item is to cover the two positions in the office and pay for the three Board of Assessment Appeals members. One office position is a shared position with the Town of Willington, which the Town of Bolton will be partially reimbursed for. K. Fishman explained reasons for proposed increases in the Other Professional Educational Training, Advertising, Office Operating Expenses, and Dues and Fees line-items.

R. Morra asked that the budget worksheets show what the amount reimbursed for any shared services cost. J. Collins will make additional columns on the budget sheet to note a shared service cost and reimbursement.

3. CAPA Budget presented to the BOS:

- Town Capital Improvement Plan: J. Rupert explained the CAPA Committee believes everything in the CAPA budget really is a need for the Town or the Board of Education. He said a lot was cut from the budget that was asked for and represents the committee's best effort of balancing fiscal responsibility with the needs of the town. Discussion and questions followed.

R. Morra commented on the proposed funding for Grant Matches and said the town needs a plan to apply for matching grants in order to give the town flexibility when grant opportunities are presented.

Discussion followed on the bonding for the Fire Suppression Water Supply line-item. J. Collins reported the cost of the last cistern was \$156,000. J. Rupert said the town has identified thirteen locations for installation of cisterns. He said the Fire Chief and Fire Marshal have asked to put priorities on the pond on Route 6 and other end of Loomis Road. J. Rupert said there was a movement in the past to repeal the zoning regulation that required developers to put in cisterns. There was a change made but the regulation was not repealed. At that time, the BOS committed not to require that until all thirteen identified locations had cisterns installed.

P. Sawyer said she will put further discussion on a future board meeting outside the budget process.

Regarding the line-item for the Heritage Farm Restoration & Code Compliance, A. Teller said there is a conceptual plan for the farm, but he thought the specific consensus of the board was that the town was not committed to funding the restoration, and it was incumbent on people who want to bring that plan into fruition to raise the funds. He

said he is not opposed to the plan, but that it is a luxury and he believes the board should be very transparent about its priorities.

- Board of Education Capital Improvement Plan: J. Rupert commented there are not a lot of asks in the upcoming fiscal year. He pointed out a reduction in the cost for the Center School Fire Alarm System Upgrade line-item and the necessity of beginning to consider replacement of some of the equipment at the High School in the line-items for the geothermal pumps #1 and #2.
- Bonding: J. Collins said this is not a complete bonding package and 2026-2027 has been the recommendation of when to put the package out. J. Rupert said the town is going to have to find funding for the fire truck delivery anticipated for August. The Town will meet with the financial advisor in March and will return to the board with some ideas after that meeting.

No action was taken on the CAPA budget.

4. Consider and Act on Resolution for Neglected Cemeteries:

J. Rupert said the grant is for a maximum of \$5,000 and there are no matching funds. The Town has to have the application in by February 6, 2023 if the town decides to apply for the grant. One of the requirements for the grant application is that the town has a resolution to have the application in by February 6, 2023 if the town decides to apply for the grant. Part of the application is a resolution. P. Sawyer said the grant would be used for cleaning the stones, start the process of computerizing the mapping of the cemeteries, work on stone walls, and other items.

A. Teller MOVED that the Bolton Board of Selectmen authorize First Selectman Pamela Sawyer to enter into and execute all agreements, contracts and documents necessary to obtain the Neglected Cemeteries Grant if the Town is awarded such a grant. R. Morra SECONDED. MOTION CARRIED 5:0:0.

5. Adjournment: P. Sawyer adjourned the meeting at 8:47 p.m.

Respectfully submitted by Linda H. McDonald

Linda H. McDonald

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.