

**BOLTON BOARD OF FINANCE  
REGULAR MEETING  
DECEMBER 19, 2019 – 7:15 p.m.  
TOWN HALL**

**Minutes**

Members Present: Chairman Emily Bradley, Vice-Chair Robert Munroe, Robert DePietro, Richard Tuthill, , Ross Lally, Charles Danna Jr., and Kristen Gourley.

Others Present: Administrative Officer Joshua Steele Kelly, First Selectman Sandra Pierog, Chief Financial Officer Jill Collins, Superintendent of Schools Kristin Heckt and Recording Secretary Linda H. McDonald

**1. Call to Order:** The meeting was called to order by Chairman E. Bradley at 7:17 p.m.

**2. Public Participation:** No public participation.

**3. Approval of Minutes:**

**November 21, 2019 Regular Meeting:** R. DePietro MOVED to APPROVE the regular meeting minutes of November 21, 2019 as presented. R. Lally SECONDED. MOTION CARRIED 6:0:1 with R. Munroe abstaining.

**December 9, 2019 Special Meeting:** R. Munroe MOVED to APPROVE the special meeting minutes of December 9, 2019 as presented. R. Tuthill SECONDED. MOTION CARRIED 7:0:0.

**4. Elected Official and Town Staff Reports**

**a. Board of Education Update:**

On behalf of the board, E. Bradley welcomed Superintendent K. Heckt to the meeting.

K. Heckt provided a Board of Education financial update, saying she may have to come back to the Board of Finance (BOF) for possible unbudgeted special education needs. She said efforts are being made to mitigate the need to ask for additional funds.

For the benefit of new BOF members, K. Heckt explained the current agreement between the BOF and the Board of Education (BOE) allows her to come to the board if additional special education funds, over what have been budgeted, are needed. She said any unspent special education money is given back at the end of the budget year and no placeholders are budgeted.

Discussion followed. K. Heckt provided a brief overview of the curriculum and educational mandates required by the State and Federal governments.

E. Bradley offered to sit down with the Board of Education Chair Andrew Broneil and Superintendent Heckt to get a better idea of what is mandated for the benefit of the BOF members.

K. Heckt shared she has successfully negotiated a new contract with Columbia public schools from July 1, 2020 through June 30, 2030 for Bolton High School to remain a high school choice for Columbia students. She explained Bolton competes for Columbia students with E.O. Smith High School and Windham Technical High School. She said Bolton offers a small, personalized education for students.

R. Lally MOVED to discuss agenda item 6.b Draft of FY 2021 Budget Calendar at this point in the meeting. R. Munroe SECONDED. MOTION CARRIED 7:0:0.

**b. Revenue Summary:**

J. Collins reported the tax collection rate is 100.83% as of 11/30/19. She said United Bank was taken over by Peoples Bank and interest rate on town accounts are expected to drop substantially. Discussion followed on Town Aid Road (TAR) funds that are being held up in the State legislature and other funding not yet allocated to the Town.

**c. Town Update:** J. Kelly reported costs in the data processing budget are starting to trend down, the highways and streets budget is up slightly due to the earlier purchase of sand this season, and costs in the fire budget are up due to budget items ordered last budget season (FY 2019) but received after the close of that budget so the items were purchased with this year's money.

Discussion followed on the possible impact of storms on the highway budget and rising costs associated with recycling and contamination of recyclables. J. Kelly said recycling and waste collection costs with Willimantic Waste are inline. Board members recommended educating residents on what items can and cannot be recycled as soon as possible, specifically calling attention that wrapping paper is not recyclable and contaminates recycled loads and increases costs to the Town.

**5. Ongoing Business:**

- a. **Shared Services:** No updates.
- b. **FY 2020 Budget Status:** No report.

**6. New Business**

**a. Consider and Action on FY 2021 Budget:**

Discussion followed on the board's FY 2021 budget items.

R. Tuthill MOVED to approve the following BOF budget item requests for FY 2021:

- Payroll - \$1,300.00
- Office Operating Expenses - \$2,200.00
- Auditing Services - \$26,500.00 (this is a contracted amount)

R. Munroe SECONDED. MOTION CARRIED 7:0:0.

**b. Draft of FY 2021 Budget Calendar:**

Members reviewed the draft calendar with input from K. Heckt and J. Collins. Further discussion/action was tabled to a future meeting.

**7. Adjournment:** K. Gourley MOVED to ADJOURN the regular meeting at 8:25 p.m. E. Bradley SECONDED. MOTION CARRIED 7:0:0.

Respectfully submitted by,

*Linda H. McDonald*

Linda H. McDonald, Recording Secretary

The next regular Board of Finance meeting is scheduled for January 16, 2020.

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