

**Town of Bolton Board of Finance
Regular Meeting Minutes
June 20, 2019-7:00 p.m.
Town Hall**

Members Present: Chairman Robert Munroe, Vice Chair Emily Bradley, Robert DePietro, Robert Galle (arrived at 7:18 p.m.), and Richard Tuthill

Members Excused: Robert Flowers and Matthew Maulucci

Others Present: Finance Director Jill Collins, First Selectman Sandra Pierog and Town Administrative Officer Joyce Stille

1. Call to Order: Chairman R. Munroe called the meeting to order at 7:06 p.m.

2. Public Participation: None

3. Approval of Minutes

May 16, 2019

Under Adjournment, correct R. Galled to R. Galle. R. Tuthill moved to accept the minutes as amended. E. Bradley seconded. Motion passed 3:0:1. R. DePietro abstained.

May 21, 2019

Under item 3, correct E. Bradely to E. Bradley. E. Bradley moved to approve the minutes as amended. R. DePietro seconded. Motion passed 4:0:0.

4. Correspondence: None

5. Elected Official and Town Staff Reports

a. Tax Collection Summary

Currently at 100.21% which reflects a normal percentage. Municipal projects funds of \$24,859.00 were received in full since the FY2019 Revenue Statement as of May 31, 2019, was printed.

b. Town Update

Expenditures through the end of May are at 79.15% which compares to other years. The following budget transfers were made:

Administration: \$1,500.00 from Regular Payroll to Other Payroll
 \$100.00 from Mileage Reimbursement to Professional Business
 and Training

Assessor: \$430.00 from Other Contracts to Office Operating Expenses

Data Processing: \$4,000.00 from Repairs & Maintenance to New Equipment

Town Building Operations: \$2,215.00 from Electricity to Regular Payroll
 \$2,000.00 from Repairs & Maintenance to Other Contracts
 \$1,020.00 from Repairs & Maintenance to New Equipment
 \$3,000.00 from New Equipment to Other Contracts
 \$3,400.00 from Maintenance and Supplies to Other Contracts

Fire Commission: \$15.00 from Purchased Services to Office Operations
 \$13,000.00 from Purchased Services to New Equipment
 \$8,000.00 from Purchased Services to New Equipment
 \$2,700.00 from Professional & Bus. Training to Medical Expenses
 \$900.00 from Purchased Services to Uniforms
 \$2,500.00 from Repairs & Maintenance to Purchased Services
 \$4,500.00 from New Equipment to Purchased Services
 \$2,000.00 from Uniforms to Purchased Services
 \$1,000.00 from Other Contracts to Purchased Services
 \$500.00 from Medical Expenses to Purchased Services
 \$1,175.00 from Equipment to Other Contracts
 \$100.00 from Equipment to Professional & Bus. Training
 \$2,700.00 from Equipment to Purchased Services

Refuse: \$1,600.00 from Refuse Pick-up to Recycling

Town Clerk: \$95.00 from Office Operating to Other Payroll

c. BOE Update

The BOE is now projecting the return of \$325,378 in unspent funds. R. Tuthill is concerned with the funds in the CHOICE program in particular and the wages and benefits line item. R. Munroe also has several concerns to discuss with the BOE. R. Galle stated that it is the function of the BOF to monitor BOE spending.

6. New Business

a. Town and BOE List of Reductions

For the Town, the list of budget changes is shown below. There were payroll increases due to union negotiations. There was a net \$50,000 increase in the Town budget as a result of the shared services.

BUDGET CHANGES

(\$85,000 BOF Addition - \$35,000 = \$50,000 Increase)

	56. Capital Improvements
-\$16,000.00	Library Fascia
	1. Administration
\$1,900.00	Other Payroll
\$11,458.00	Professional & Technical Services

	5. Assessor
\$500.00	Regular Payroll
	8. Town Clerk
\$350.00	Other Payroll
	14. Town Building Operations
\$72,200.00	Regular Payroll
-\$10,500.00	Other Payroll
	25. Highway Department
\$2,800.00	Regular Payroll
	40. Land Use
\$500.00	Regular Payroll
	48. Employee Fringe Benefits
\$5,160.00	Payroll Taxes
\$3,770.00	Pension
-\$28,883.00	Health Insurance
\$1,745.00	Dental
	49. Refuse
\$5,000.00	Tipping Fees
\$50,000.00	

R. Munroe questioned the savings of \$28,883.00 in health insurance. J. Stille noted that there was a 1% reduction in health insurance cost if dental insurance was also purchased through Cigna. The terms of the health insurance also changed as a result of the union negotiations which produced additional savings.

For the BOE, the list of budget reductions totaling \$209,120 is noted below.

Salaries & Wages

Administration - \$4,135

Teacher - \$26,196

Paraprofessional - \$9,248

Operations - \$90,623

Employee Benefits

Health Insurance - \$64,151

All Other - \$14,767

R. DePietro feels that a BOE representative should be present at the BOF meetings to answer questions.

b. FY2020 Budget

Within the adopted state budget, the ECS grant was reduced less than anticipated in the Town Budget by \$57,764. In addition, the Town needed to fund the Teacher's Retirement Plan which did not pass. There was \$41,244 in the budget for this. The total of these is \$99,008.

c. Appropriation/Reauthorization request

A letter was presented from J. Stille to R. Munroe concerning the June 4th BOS approval of an appropriation request of \$75,798.29 from the 2007 bond authorization. The authorization has expired. All but \$369.00 is in interest earned on the bond funds. If the interest income is used for capital projects, the money will not be taxed. The request is to appropriate the \$75,798.29 to the Capital Reserve Account Town Building Repairs and Upgrades. A Town Meeting would be required as the final necessary step for approval.

R. Galle moved to shelve this issue until further information and legal guidance is available. R. Tuthill seconded. R. Munroe asked if this issue is time sensitive. J. Stille responded yes because the timing of the fiscal year and because it is part of the audit that will be started on July 1st. R. DePietro feels that the Town staff can be trusted and he supports their position. The vote was 1:4:0. The motion did not carry. R. Galle voted yes, all others voted no.

R. Tuthill moved to appropriate \$75,798.29 to the Capital Reserve-Town Building Repairs and upgrades for: the Herrick Park ramp, doors/trim and landing; Bolton Heritage Farm house porch repair and house painting; and Fire Department permanent stairs. R. DePietro seconded. R. Galle again voiced his disapproval. The other members feel that because it is a one-time event that the approval should be granted. The motion carried 4:1:0 with R. Galle voting no.

7. Ongoing Business

a. Shared Services

J. Stille noted that the final hiring step is not complete. There were internal moves to the open Maintainer 2 position and then the open Maintainer 1 position. There will be an open position posted for a custodian shortly.

8. Adjournment

The meeting adjourned at 8:46 p.m.

Next Regular Meeting:

September 19, 2019 Regular Meeting 7:15 p.m. Town Hall

Respectfully submitted,

Leslie J. Brand

Leslie Brand
Recording Secretary

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