

**BOLTON BOARD OF FINANCE
REGULAR MEETING
THURSDAY, MAY 21, 2020 – 7:15 pm
VIRTUAL MEETING VIA ZOOM WEBSITE PLATFORM
Minutes**

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

Board of Selectmen Present: First Selectman Sandra Pierog

Board of Education Members Present: Superintendent of Schools Kristin Heckt

Staff Present: Town Administrator Joshua Steele Kelly, Chief Financial Officer Jill Collins, and Board Clerk Linda McDonald

Others Present: Nick Lavigne, Journal Inquirer reporter Skyler Frazer

1. Call to Order: E. Bradley called the meeting to order at 7:19 p.m.

2. Public Participation:

S. Pierog reported the Governor's latest Executive Order No. 7QQ modifies Section 9-135 of the Connecticut General Statutes to provide that, in addition to the enumerated eligibility criteria set forth in subsection (a) of that statute, an eligible elector may vote by absentee ballot for the August 11, 2020 primary election if he or she is unable to appear at his or her polling place during the hours of voting because of the sickness of COVID-19.

3. Approval of Minutes:

The following amendments were made:

March 19, 2020 Regular Meeting:

- Add to the minutes – Board of Selectmen Members Present: First Selectman Sandra Pierog
- Remove the .00 from all references in the minutes to monetary figures with no cents.
- Under 4b. Town Update – First Selectman Pierog Said she reviewed **the** contract today and confirmed the only out in the contract regarding the purchase of excess diesel fuel is on supplier side.
- Under 5a. New Business - Questions from the board included the areas of projected State Grants (Choice monies) and the Capital proposal for the BHS ~~Soccer field~~ **tennis courts**.
- Under 5b. New Business - Total taxpayer ask would be \$567,969.00. ~~This ask equals a tax increase of~~ **This ask equals a tax** increase of one and one third mills.

March 26, 2020 Special Meeting:

- Add to the minutes – Board of Selectmen Members Present: First Selectman Sandra Pierog
- Note that BOF member Robert DePietro was present for the meeting
- Remove the .00 from all references in the minutes to monetary figures with no cents.

- Under 2. Public Participation - She shared that the schools have received a generous donation of \$20,000.00 from Simonize USA (~~Foundation?~~) **Inc.** toward the purchase of 85 larger Chromebooks for the teaching staff.
- Under 4. Discussion on FY2021 Budget - . Collins reported ~~said~~ she is still looking at revenues since departments have been closed to the public and revenues are expected to be down. Going forward, ~~she will look at~~ **the next year's revenues will look as though everything is back to normal.**

March 31, 2020 Special Meeting:

- Add to the minutes – Board of Selectmen Members Present: First Selectman Sandra Pierog
- Remove the .00 from all references in the minutes to monetary figures with no cents.
- Under 3. Discussion RE: FY 2021 Budgets (Revenues & Expenditures) - BOF members posed questions to BOS & BOE members present on the budget documents presented to the board **as at** prior meetings.

April 2, 2020 Special Meeting:

- Add to the minutes – Board of Selectmen Members Present: First Selectman Sandra Pierog
- Remove the .00 from all references in the minutes to monetary figures with no cents.

April 9, 2020 Special Meeting:

- Add to the minutes – Board of Selectmen Members Present: First Selectman Sandra Pierog
- Remove the .00 from all references in the minutes to monetary figures with no cents.
- Under 2. Public Participation – ~~Resident~~ **Residents** that pay their taxes directly to the town can pay anytime between 7/1/2020 an 10/1/2020 without penalty.
- Under 2. Public Participation - First Selectman S. Pierog ~~said~~ **receive received** notification from the Governor's office chief legal counsel that BOF approval to reallocate Capital Funds without having to go to vote at a special town meeting is allowed under Governor Lamont's Executive Order 7S(7) as follows
- Under 4. Discussion Re: FY 2021 Budgets (Revenues & Expenditures) - ~~Fist~~ **First** Selectman S. Pierog reported the state is receiving 1.3 billion in funds from federal government to be distributed to help education and FEMA money reimbursements will be received next FY at 75% level for some expenses incurred because of the pandemic crisis.

April 16, 2020 Regular Meeting:

- Add to the minutes – Board of Selectmen Members Present: First Selectman Sandra Pierog
- Under 5. Discussion Re: FY 2021 Budgets (Revenues & Expenditures) - R. Tuthill noted ~~that if they reduced the contingency budget for the following year the projected budget gap would be closed~~ **if the BOF reduced the contingency fund by approximately \$19,000, the projected budget gap would be closed without cuts to the requested budgets.**
- Under 5. Discussion Re: FY 2021 Budgets (Revenues & Expenditures) - J. Collins shared with the board in addition to the concerns of R. Lally, a large number of unemployment claims have been coming through lately, and there could be a rise in individuals coming onto the Town/BOE's **health** insurance plans due to loss of coverage on their spouse's insurance because of unemployment.
- Under 7. Review of Budget Calendar - E. Bradley examined the budget calendar and determined that the budget needed to be filed with the Town Clerk by Wednesday, 4/22/20. ~~This will set~~ **The public hearing is set** for Tuesday, 4/28/20 at 7:00 PM - it will be a meeting via zoom, open to the public, and comments and questions from the public will be encouraged.

April 28, 2020 Public Hearing:

- Correct heading to read BUDGET ~~PUBIC~~ **PUBLIC HEARING**
- Add to the minutes – Board of Selectmen Members Present: First Selectman Sandra Pierog and Selectman Robert Morra
- Remove the .00 from all references in the minutes to monetary figures with no cents.
- Under Call to Order - E. Bradley acknowledged the Board of Education (BOE) members, **Board of Selectmen (BOS)** members and staff present.
- Under Public Hearing - C. Davey asked if S. Pierog is confident that the amount being budgeted this year is actually ~~hat~~ **what** the town will spend.
- Under Public Hearing - E. Bradley explained the rainy-day fund is not something budgeted for an ~~an~~ **and** accumulates year over year as a fallback.

April 28, 2020 Special Meeting:

- Add to the minutes – Board of Selectmen Members Present: First Selectman Sandra Pierog and Selectman Robert Morra
- Remove the .00 from all references in the minutes to monetary figures with no cents.
- Under 3. Discussion Re: FY 2021 Budgets (Revenues & Expenditures) - C. Danna as a response to comments at public hearing, the question came up concerning the change in use ~~change in use~~ for the bonding in the use of capital improvements.
- Under 3. Discussion Re: FY 2021 Budgets (Revenues & Expenditures) - S. Pierog said those funds have been reallocated to specific projects and that ~~tis~~ **is** what the capital reserve fund does.
- Under 3. Discussion Re: FY 2021 Budgets (Revenues & Expenditures) - S. Pierog said the board could reduce the amount in the capital reserve fund down to the 1 mil number which would relate to the CAPA committee's ~~deciding~~ **decision of** which project would get cut, reduced or postponed.
- Under 4. Discussion and Action Re: FY2021 Proposed Budget Revenues - E. Bradley said ~~it~~ **it** would be helpful if both motions were withdrawn so the board could start clean with the intent since the board does not have the final number.

May 6, 2020 Special Meeting:

- Under 4. Discussion and Action Re: FY2021 Proposed Budget Revenues - E. Bradley explained the amount needed to have a \$250,000 contingency fund is \$70,000. The amount of additional giveback promised by the BOE is \$40,000. The amount of additional giveback promised by the Town is \$125,000. The leftover after the \$250,000 contingency is met is \$95,000.
- Under 5. Discussion and Action Re: Ballot Question - She said she is leaning toward scenario #3 and favors keeping contingency at \$250,000, given the unknowns and reducing the ~~cut~~ **cuts** to the BOE ~~cut~~ **and BOS**.

K. Gourley MOVED to approve the March 19, 2020 Regular Meeting minutes, March 26, 2020 Special Meeting minutes, March 31, 2020 Special Meeting minutes, April 2, 2020 Special Meeting minutes, April 9, 2020 Special Meeting minutes, April 16, 2020 Regular Meeting minutes, April 28, 2020 Public Hearing minutes, April 28, 2020 Special Meeting minutes, and May 6, 2020 Special Meeting minutes as amended. C. Danna SECONDED. By roll call vote, MOTION CARRIED 7:0:0.

4. Elected Official and Town Staff Reports

a. Tax Collection Summary:

J. Collins reported, as of 4/30/2020, current tax collection is at 100.03 %, motor vehicle collection is at 100.50% and supplemental motor vehicle collection is at 100.68%. J. Collins

said the town still has to collect \$113,648.49 in order to get to the revised numbers. J. Kelly noted some of the larger items of revenue still missing are tuition (special ed), building official service, shared services with Coventry, and municipal projects.

b. Town Update:

J. Kelly reported he highlights departments that are over expensed over the prior 3 years and over expensed as a percentage of the way through the current year. The fire commission line item is over-expensed, and he continues to monitor this department. He said all other departments are on track and there is money being saved by town buildings not being fully opened.

J. Kelly reported on four transfers made at the 5/5/2020 BOS meeting; Two from Administration Professional/Technical to Capital Improvement (\$10,000) and (\$15,720), one from Administration Professional/Technical to Rental (\$2,000) and one from Fire Commission Professional Business & Training to Vendor Maintenance & Supplies (\$1,900).

c. Board of Education Update:

K. Heckt reported as of 4/30/2020, the BOE expended 75% of the budget. She said there have been savings in many areas due to the closure of the schools. She noted transfers made by the BOE to purchase laptops for students (\$40,000) could be a reimbursable expense. The BOE is moving to complete as many projects as possible while the school buildings are empty.

K. Heckt reported the BOE has reached an agreement with bus company and bus drivers were brought back. This agreement saved the town approximately \$53,000. Some Choice funds were used to purchase touch screen chrome books for youngest learners for distance learning and the cost may be reimbursable under COVID-19.

K. Heckt reported over 10,000 meals have been provided to students over the past few months and the program will continue through June 30th. She said she is proud of the staff. The BOF asked that K. Heckt please pass their thanks on to staff as well.

5. Discussion and Action: Annual Transfer to Suspense:

E. Bradley explained the tax collector has provided a list of taxes she believes are uncollectable along with the name of the person against whom each tax was levied and the reason why she believes each tax is uncollectable. The BOF has to authorize the Tax Collector to transfer such taxes, in accord with law, to the suspense tax book.

R. Tuthill moved that, since there are taxes deemed to be uncollectable pursuant to Section 12-165 of the Connecticut General Statutes, authority be given by the Board of Finance to the Tax Collector to transfer such taxes, in accord with law, to the suspense tax book. R. Munroe SECONDED. By roll call vote, MOTION CARRIED 7:0:0.

6. Discussion and Action: Set Mil Rate for FY2021:

K. Gourley MOVED to set the mil rate at 38.86. R. DePietro SECONDED. By roll call vote, MOTION CARRIED 6:1:0 with R. Tuthill opposed.

7. Adjournment: E. Bradley adjourned the meeting at 8:31 p.m.

Next Meeting: June 18, 2020 Regular Meeting - 7:15 PM

Respectfully submitted by *Linda H. McDonald*

Linda H. McDonald, Board Clerk

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