

**BOLTON BOARD OF FINANCE
REGULAR MEETING
WEDNESDAY, OCTOBER 27, 2021– 7:15 pm
VIRTUAL MEETING VIA ZOOM WEBSITE PLATFORM
Minutes**

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

Board of Finance Members Absent: Robert DePietro

Board of Selectmen Members Present: First Selectman Sandra Pierog

Staff Present: Interim Town Administrator Jim Rupert and Board Clerk Linda McDonald

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

2. Public Participation: No public participation.

3. Approval of Minutes:

3.a Approval of September 22, 2021 Regular Meeting Minutes:

Chairman Bradley asked unanimous consent of the September 22, 2021 regular meeting minutes as presented. Hearing no objections, the Chair said the minutes are approved.

4. Elected Official and Town Staff Reports:

4.a Board of Education Update: E. Bradley reported, as of September 30, 2021, the BOE budget is 13% expended for FY 2022. She said, at last night's Tri-Board meeting, Superintendent Heckt said there are some changes happening in Special Education and several open positions. Discussion followed.

S. Pierog said it looks like the town will be \$70,000 short in the debt budget from the decrease in tuition contribution from Columbia students.

4.b Tax Collection Summary: E. Bradley reported as of September 30, 2021 report the current tax levy collected was at 98.67%. Additional taxes will be collected when the supplemental bills go out in January.

4.c Town Update: S. Pierog reported the books on the town's side have not yet been closed for FY2021. She said things are proceeding as expected for FY2022 as of September 20, 2021 with no concerns and some storm-related costs are being recouped through FEMA funding.

Members reviewed the FY 2022 Revenue statement as of September 30, 2021. J. Rupert said the increase in the Miscellaneous Revenue line item was from the sale of an old plow truck. K. Gourley asked that the Choice funds be tracked.

5. New Business:

5.a Discussion on Ballot Questions:

S. Pierog remaindered the members that this is a public meeting and the board is using Town resources, so the board cannot inform the public on how they should vote. The board can discuss reasons to vote yes or no but cannot indicate to individuals how they should vote.

E. Bradley shared the document to the residents listing the referendum questions pertaining to the Town Charter revision. The members reviewed each referendum question. S. Pierog said the revised Charter would be effective upon passage, but the effective date for most changes would be July 1, 2022 and explained the processes of how the BOS and BOF elected positions would be changed with implementation of the Charter revision.

5.b Discussion on Referendum Feedback:

Discussion followed on R. Lally's written observations on resident feedback he heard at the polls for the budget referenda earlier this year. R. Lally noted voter turnout was very low. Discussion followed on how to encourage people to come out to vote with suggestions including providing a more concise, simple budget summary and having another CVC presentation. Members discussed ways to get the message out to the public and how to make the budget cuts more real to the public. K. Gourley suggested keeping the conversation going throughout the entire year, not just at budget time.

S. Pierog said there is a misconception in the public that Bolton is not business friendly. She said Bolton has won awards in the past 2 years for its administration of the land use permit process.

The members thanked R. Lally for putting this together. E. Bradley asked the members to think about what things could be implemented and improved.

S. Pierog said Ellington is putting together a Community Voice Channel (CVC) presentation on "This is how we build a budget." CVC thought it would be a great idea to expand that and contact the Boards of Finance and CEO or Town Administrator from all the CVC towns and get a panel involved as to "this is how we put our budget together and this is what is different" and let the towns share best practices. She said CVC will be reaching out to E. Bradley.

6. Adjournment: E. Bradley adjourned the meeting at 8:35 p.m.

Next Meetings:

November 17, 2021 Special Meeting – 7:15 p.m.

December 22, 2021 Regular Meeting - 7:15 p.m.

Respectfully submitted by Linda H. McDonald, Board Clerk

Linda H. McDonald.

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

FY2022 October 30, 2021	Adopted Budget	Revised Budget	Expense YTD	Balance	Encumbrance	Unexpended	% Expensed	FY21	FY20	FY19
Administration	\$ 721,079.00	\$ 721,079.00	\$ 162,222.52	\$ 558,856.48	\$ 333.00	\$ 558,523.48	22.54%	13.84%	28.84%	23.56%
Board of Finance	\$ 2,200.00	\$ 2,200.00	\$ 154.00	\$ 2,046.00	\$ -	\$ 2,046.00	7.00%	0.00%	0.00%	3.41%
Financial Administration	\$ 236,040.00	\$ 236,040.00	\$ 56,717.43	\$ 179,322.57	\$ -	\$ 179,322.57	24.03%	20.60%	20.25%	21.28%
Auditing	\$ 26,500.00	\$ 26,500.00	\$ -	\$ 26,500.00	\$ -	\$ 26,500.00	0.00%	0.00%	0.00%	0.00%
Assessor	\$ 83,246.00	\$ 83,246.00	\$ 17,935.23	\$ 65,310.77	\$ -	\$ 65,310.77	21.54%	21.61%	20.92%	21.82%
Tax Collector	\$ 87,680.00	\$ 87,680.00	\$ 24,547.63	\$ 63,132.37	\$ -	\$ 63,132.37	28.00%	21.93%	26.67%	23.91%
Fringe Benefits	\$ 895,821.00	\$ 895,821.00	\$ 230,875.28	\$ 664,945.72	\$ -	\$ 664,945.72	25.77%	20.05%	24.35%	23.50%
Town Clerk	\$ 136,058.00	\$ 136,058.00	\$ 34,261.57	\$ 101,796.43	\$ 5,825.00	\$ 95,971.43	29.46%	25.62%	25.15%	27.13%
Land Use	\$ 309,845.00	\$ 309,845.00	\$ 55,784.20	\$ 254,060.80	\$ 19,980.00	\$ 234,080.80	24.45%	28.43%	23.76%	25.03%
Planning & Zoning	\$ 4,940.00	\$ 4,940.00	\$ 205.32	\$ 4,734.68	\$ -	\$ 4,734.68	4.16%	3.30%	2.28%	4.61%
Zoning Board of Appeals	\$ 1,640.00	\$ 1,640.00	\$ 34.44	\$ 1,605.56	\$ -	\$ 1,605.56	2.10%	0.00%	5.21%	0.00%
Property Insurance	\$ 143,900.00	\$ 143,900.00	\$ 50,113.65	\$ 93,786.35	\$ -	\$ 93,786.35	34.83%	59.92%	43.61%	46.91%
Probate	\$ 5,960.00	\$ 5,960.00	\$ -	\$ 5,960.00	\$ -	\$ 5,960.00	0.00%	0.00%	100.00%	96.97%
Inlands/Wetlands	\$ 2,235.00	\$ 2,235.00	\$ 181.16	\$ 2,053.84	\$ -	\$ 2,053.84	8.11%	6.71%	14.44%	10.31%
Economic Development	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	0.00%	3.25%	4.25%	5.50%
Elections	\$ 44,383.00	\$ 44,383.00	\$ 9,068.04	\$ 35,314.96	\$ -	\$ 35,314.96	20.43%	19.90%	4.82%	8.23%
Parks/Town Building Ops	\$ 813,493.00	\$ 813,493.00	\$ 162,042.47	\$ 651,450.53	\$ 11,198.76	\$ 640,251.77	21.30%	18.74%	19.11%	18.55%
Police	\$ 391,050.00	\$ 391,050.00	\$ -	\$ 391,050.00	\$ -	\$ 391,050.00	0.00%	0.02%	0.00%	0.00%
Fire Commission	\$ 223,538.00	\$ 223,538.00	\$ 49,479.86	\$ 174,058.14	\$ 16,510.00	\$ 157,548.14	29.52%	29.24%	55.68%	44.36%
Animal Control	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00	0.00%	100.00%	85.71%	85.71%
Fire Marshal	\$ 33,000.00	\$ 33,000.00	\$ 4,484.45	\$ 28,515.55	\$ 477.96	\$ 28,037.59	15.04%	5.05%	0.00%	13.65%
Emergency Management	\$ 19,693.00	\$ 19,693.00	\$ 4,331.35	\$ 15,361.65	\$ -	\$ 15,361.65	21.99%	11.68%	0.00%	0.00%
Highways and Streets	\$ 1,039,838.00	\$ 1,039,838.00	\$ 131,161.71	\$ 908,676.29	\$ 86,698.36	\$ 821,977.93	20.95%	27.94%	32.40%	28.50%
Public Building Commission	\$ 1,100.00	\$ 1,100.00	\$ -	\$ 1,100.00	\$ -	\$ 1,100.00	0.00%	0.00%	0.00%	0.00%
Public Health Admin	\$ 30,900.00	\$ 30,900.00	\$ 7,191.69	\$ 23,708.31	\$ -	\$ 23,708.31	23.27%	22.97%	20.43%	20.90%
Seniors / Social Services	\$ 180,421.00	\$ 180,421.00	\$ 37,355.25	\$ 143,065.75	\$ 13,573.42	\$ 129,492.33	28.23%	10.53%	18.47%	16.42%
Library	\$ 292,454.00	\$ 292,454.00	\$ 85,421.11	\$ 207,032.89	\$ 15,769.48	\$ 191,263.41	34.60%	20.57%	26.65%	31.57%
Conservation	\$ 1,805.00	\$ 1,805.00	\$ 174.00	\$ 1,631.00	\$ -	\$ 1,631.00	9.64%	10.46%	15.08%	15.24%
Waste Collection	\$ 522,604.00	\$ 522,604.00	\$ 120,765.69	\$ 401,838.31	\$ -	\$ 401,838.31	23.11%	14.32%	13.08%	13.52%
Totals	\$ 6,256,423.00	\$ 6,256,423.00	\$ 1,244,508.05	\$ 5,011,914.95	\$ 170,365.98	\$ 4,841,548.97	22.61%	13.35%	28.37%	23.08%

Town of Bolton - FY2022 Revenue Statement - October 30, 2021

	Adopted Budget	Revised Forecast	Actual to Date	Balance Due To Adopted Budget	Balance Due To Revised Forecast	% COLLECTION TO REVISED FORECAST
General Fund Revenue						
Property Taxes						
Current Property Tax	\$15,678,283.00	\$15,678,283.00	\$15,536,261.63	(\$142,021.37)	(\$142,021.37)	99.09%
Motor Vehicle Tax	\$1,694,841.00	\$1,694,841.00	\$1,535,009.20	(\$159,831.80)	(\$159,831.80)	90.57%
Supplemental MV Levy	\$175,000.00	\$175,000.00	\$0.00	(\$175,000.00)	(\$175,000.00)	0.00%
Prior Year's Taxes	\$75,000.00	\$75,000.00	\$29,076.12	(\$45,923.88)	(\$45,923.88)	38.77%
Interest & Fees	\$50,000.00	\$50,000.00	\$23,573.41	(\$26,426.59)	(\$26,426.59)	47.15%
Total Taxes	\$17,673,124.00	\$17,673,124.00	\$17,123,920.36	(\$549,203.64)	(\$549,203.64)	96.89%
State of Connecticut						
Education Grants						
ECS	\$2,683,216.00	\$2,683,216.00	\$670,804.00	(\$2,012,412.00)	(\$2,012,412.00)	25.00%
Adult Education	\$5,540.00	\$5,540.00	\$3,536.00	(\$2,004.00)	(\$2,004.00)	63.83%
Total State of CT Ed	\$2,688,756.00	\$2,688,756.00	\$674,340.00	(\$2,014,416.00)	(\$2,014,416.00)	25.08%
Other Grants						
Pilot: New Tiered Reimb.	\$31,081.00	\$31,081.00	\$31,080.80	(\$0.20)	(\$0.20)	100.00%
Disabled	\$706.00	\$706.00	\$0.00	(\$706.00)	(\$706.00)	0.00%
Veterans Grant	\$3,276.00	\$3,276.00	\$0.00	(\$3,276.00)	(\$3,276.00)	0.00%
Pequot	\$3,031.00	\$3,031.00	\$0.00	(\$3,031.00)	(\$3,031.00)	0.00%
Misc. State Grants	\$5,000.00	\$5,000.00	\$20.00	(\$4,980.00)	(\$4,980.00)	0.40%
DOT Transportation Grant	\$11,494.00	\$11,494.00	\$0.00	(\$11,494.00)	(\$11,494.00)	0.00%
Municipal Projects	\$24,859.00	\$24,859.00	\$0.00	(\$24,859.00)	(\$24,859.00)	0.00%
Municipal Stabilization	\$11,053.00	\$11,053.00	\$11,053.00	\$0.00	\$0.00	100.00%
Law Enforcement	\$2,000.00	\$2,000.00	\$255.00	(\$1,745.00)	(\$1,745.00)	12.75%
Total Other Grants	\$92,500.00	\$92,500.00	\$42,408.80	(\$50,091.20)	(\$50,091.20)	45.85%
Other Town Revenue						
Tuition	\$153,719.00	\$153,719.00	\$5,586.56	(\$148,132.44)	(\$148,132.44)	3.63%
Town Clerk	\$85,000.00	\$85,000.00	\$47,495.72	(\$37,504.28)	(\$37,504.28)	55.88%
Selectmen Fees	\$12,745.00	\$12,745.00	\$6,506.00	(\$6,239.00)	(\$6,239.00)	51.05%
Building Official Fees	\$70,000.00	\$70,000.00	\$47,627.04	(\$22,372.96)	(\$22,372.96)	68.04%
Library	\$2,000.00	\$2,000.00	\$142.60	(\$1,857.40)	(\$1,857.40)	7.13%
Building Official Service	\$75,000.00	\$75,000.00	\$16,782.39	(\$58,217.61)	(\$58,217.61)	22.38%
Misc. Revenue	\$2,000.00	\$2,000.00	\$24,683.93	\$22,683.93	\$22,683.93	1234.20%
Telephone	\$6,000.00	\$6,000.00	\$0.00	(\$6,000.00)	(\$6,000.00)	0.00%
Interest	\$30,000.00	\$30,000.00	\$1,743.10	(\$28,256.90)	(\$28,256.90)	5.81%
Rental	\$25,758.00	\$25,758.00	\$8,586.00	(\$17,172.00)	(\$17,172.00)	33.33%
Senior Donations	\$2,000.00	\$2,000.00	\$0.00	(\$2,000.00)	(\$2,000.00)	0.00%
Total Other Town	\$464,222.00	\$464,222.00	\$159,153.34	(\$305,068.66)	(\$305,068.66)	34.28%
TOTAL GENERAL FUND	\$20,918,602.00	\$20,918,602.00	\$17,999,822.50	(\$2,918,779.50)	(\$2,918,779.50)	86.05%
BOARD OF EDUCATION						
GRANTS						
Excess Cost Grant	\$51,890.00	\$51,890.00	\$0.00	(\$51,890.00)	(\$51,890.00)	0.00%
Federal Grants	\$206,485.00	\$206,485.00	\$23,260.00	(\$183,225.00)	(\$183,225.00)	11.26%

	Adopted Budget	Revised Forecast	Actual to Date	Balance Due To Adopted Budget	Balance Due To Revised Forecast	% COLLECTION TO REVISED FORECAST
SHEFF	\$58,400.00	\$58,400.00	\$11,561.00	(\$46,839.00)	(\$46,839.00)	19.80%
Medicaid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
CHOICE Grant	\$376,000.00	\$376,000.00	\$0.00	(\$376,000.00)	(\$376,000.00)	0.00%
ERASE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
TEAM	\$1,000.00	\$1,000.00	\$0.00	(\$1,000.00)	(\$1,000.00)	0.00%
ESSER II	\$0.00	\$0.00	\$41,000.00	\$41,000.00	\$41,000.00	N/A
ARP ESSER Grant	\$169,510.00	\$169,510.00	\$31,847.00	(\$137,663.00)	(\$137,663.00)	18.79%
Perkins	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A
Donations	\$0.00	\$0.00	\$3,425.00	\$3,425.00	\$3,425.00	N/A
Total Board of Education Grants	\$863,285.00	\$863,285.00	\$111,093.00	(\$752,192.00)	(\$752,192.00)	12.87%
ADDITIONAL TOWN GRANTS						
Town Aid Roads	\$ 199,975.00	\$ 199,975.00	\$100,009.75	(\$99,965.25)	(\$99,965.25)	50.01%
Total Additional	\$199,975.00	\$199,975.00	\$100,009.75	(\$99,965.25)	(\$99,965.25)	50.01%
TOTAL BOARD OF EDUCATION AND OTHER TOWN GRANTS	\$1,063,260.00	\$1,063,260.00	\$211,102.75	(\$852,157.25)	(\$852,157.25)	19.85%

**TAX COLLECTOR
10.30.21**

	ADOPTED	COLLECTIONS YTD	REFUNDS	RETURNED PAYMENTS	TRANFERS	NET COLLECTION 10.30.21	PERCENTAGE COLLECTED FY 22 BUDGET
CURRENT YR.LEVY	\$ 15,678,283.00	\$ 15,591,977.77	\$ (40,948.70)	\$ (17,033.17)	\$ 2,265.73	\$ 15,536,261.63	99.09%
MOTOR VEHICLE	\$ 1,694,841.00	\$ 1,543,487.27	\$ (3,689.32)	\$ (5,366.36)	\$ 577.61	\$ 1,535,009.20	90.57%
SUPP.MV LEVY	\$ 175,000.00	-	\$ -	\$ -	\$ -	\$ -	0.00%
SUB TOTAL	\$ 17,548,124.00	\$ 17,135,465.04	\$ (44,638.02)	\$ (22,399.53)	\$ 2,843.34	\$ 17,071,270.83	97.28%
PRIOR YEARS	\$ 75,000.00	\$ 32,142.93	\$ (223.47)		\$ (2,843.34)	\$ 29,076.12	38.77%
INTEREST & FEES	\$ 50,000.00	\$ 23,650.30	\$ -	\$ (76.89)		\$ 23,573.41	47.15%
TOTAL	\$ 17,673,124.00	\$ 17,191,258.27	\$ (44,861.49)	\$ (22,476.42)	\$ -	\$ 17,123,920.36	96.89%

PREVIOUS YEAR CURRENT YR LEVY COLLECTED

7.31.2021	8.31.2021	9.30.2021	10.31.2021	11.30.2021	12.31.2021
19.07%	90.94%	98.67%	99.09%		
1.31.2022	2.28.2022	3.30.2022	4.30.2022	5.31.2022	6.30.2022
7.31.2020	8.31.2020	9.30.2020	10.31.2020	11.30.2020	12.31.2020
74.79%	82.27%	97.69%	100.02%	100.17%	100.32%
1.31.2021	2.28.2021	3.30.2021	4.30.2021	5.31.2021	6.30.2021
100.37%	100.43%	100.49%	100.67%	100.03%	100.33%

FY2022 Transfers for November 2021

\$	550.00	To	Office Operation Supplies-Fire Comm.	From	Equipment-Fire Comm.
<i>Rationale: FD Information/Medical printed forms</i>					

\$	1,300.00	To	Travel-Fire Comm.	From	Equipment-Fire Comm.
<i>Rationale: Training in NY for 4 members (transportation and lodging)</i>					

**Town of Bolton, Connecticut
Board of Finance
Meeting Schedule for Calendar Year 2022**

Thursday, January 20, 2022

Thursday, February 17, 2022

Thursday, March 17, 2022

Thursday, April 21, 2022

Thursday, May 19, 2022

Thursday, June 16, 2022

Thursday, September 15, 2022

Thursday, October 20, 2022

Thursday, November 17, 2022

Thursday, December 15, 2022

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**Town of Bolton, Connecticut
Board of Finance
Meeting Schedule for Calendar Year 2022**

Wednesday, January 26, 2022

Wednesday, February 23, 2022

Wednesday, March 23, 2022

Wednesday, April 27, 2022

Wednesday, May 25, 2022

Wednesday, June 22, 2022

Wednesday, September 28, 2022

Wednesday, October 26, 2022

Wednesday, November 16, 2022

Wednesday, December 28, 2022

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