

**BOLTON BOARD OF FINANCE
REGULAR MEETING
OCTOBER 20, 2022 – 7:15 P.M.
HYBRID MEETING VIA ZOOM WEBSITE PLATFORM &
TOWN OF BOLTON, 222 BOLTON CENTER RD, BOLTON
MINUTES**

Board of Finance Members Present: Chairman Ross Lally, Vice-Chair Robert Munroe, Charles Danna Jr., Mather Clarke, Kristen Gourley, Amanda Gordon, and Alex Rivera

Board of Selectmen Members Present: Interim Town Administrator Jim Rupert

Staff Present: Chief Financial Officer Jill Collins

Others Present: Nick Lavigne from Community Voice Channel (CVC)

1) **Call to Order:** R. Lally called this meeting to order at 7:15 P.M.

2) **Public Participation:**

R. Lally called for public participation. K. Gourley stated she would like to commend R. Lally for encouraging people to ask questions in these meetings for better understanding.

3) **Approval of Minutes:**

a) **May 5, 2022 Special Meeting:**

In section 3a, add “**No Discussion**”. In section 3b, “...motion **CARRIED 4:2:0 5:2:0.**” In section 3b, move “**E. Bradley began going over...we are where we need to be at this moment.**” to section 3c and move “**A. Rivera MOVED to approve...motion CARRIED 6:0:0.**” to section 3d. In section 3b, add “**No Discussion**”. In section 4a, add “**Next meeting May 25, 2022 at 7:15 P.M.**”
C. Danna MOVED to reapprove the minutes with changes. K. Gourley SECONDED.
By roll call vote, motion CARRIED 6:0:1.

b) **September 15, 2022 Regular Meeting:**

In section 5b, add “**The board gave unanimous thanks and praise for E. Bradley’s term of service in general and as Chair.**”
K. Gourley MOVED to approve the minutes with amendments to 5b. C. Danna SECONDED. By roll call vote, motion CARRIED 4:0:3.

4) **Elected Official and Town Staff Reports:**

a) Tax Collection Summary:

J. Collins discussed the Tax Collector's summary and stated that our current collection is at 99.63% compared to last year which was at 98.67%. Motor Vehicle is currently at 91.73%, prior years is at 52.96%, and interest and fees are 48.24%. J. Collins stated that we received the grant that covers part of our motor vehicle tax and misc. revenues has gone up which is good.

b) Town Update:

J. Rupert discussed the elections line item being something we need to watch, because of referendums at the beginning of the year and elections. C. Danna explained the departments that become affected because of multiple referendums. R. Lally asked about the firetruck and what we should expect financially. J. Rupert explained that the firetruck was an item that passed referendum. There was an \$180,000 down payment that was paid when it was ordered. The information that was shared with us was that the firetruck would be delivered before the end of this FY, which was not expected, it was expected next FY. We have a remaining balance of \$600,000 that we owe now. J. Rupert and J. Collins have met with a financial advisor to make sure this payment gets made.

K. Gourley asked about the Waterline Covid Funds. She says she understands there's been a change on what we can use those funds for. Those changes being time sensitive and we must use it by 2024, and if we fall out of line of how we use those funds, we are responsible for paying back those funds. She states that she understands it's about 1.4 million dollars, with a town of our size. If we could get more information about this, it may offset some of our capital expenses, if allowed. It could also help out with some of our priorities.

c) BOE Update:

K. Heckt was absent during this meeting, but the Board had questions for K. Heckt to answer at a later date. A. Rivera asked what the current student enrollment is, to compare to previous years. K. Gourley asked about the cost of the roof replacement and when we will know the estimate.

d) Other:

J. Collins explained we will have to have a federal single audit as anticipated and she has already put more in the budget for it. C. Danna asked if we have a timeline for the audit. J. Collins says hopefully by December 31st.

5) New Business:

a) Draft of Meeting Calendar:

R. Lally presented a draft of the meeting calendar for next year. A. Gordon MOVED to approve the calendar with amendments that Thursday, November 16, 2023 and Thursday, December 21st, 2023 be noted as the new Finance Committee dates. A. Rivera SECONDED. By roll call vote, 7:0:0 passes UNANIMOUSLY.

b) Appoint CAPA Representative:

K. Gourley volunteered for the CAPA Representative opening. A. Gordon MOVED to approve K. Gourley as the new CAPA Representative. R. Munroe SECONDED. By roll call vote, 7:0:0 passes UNANIMOUSLY.

c) Discussion on RFP for Auditor:

J. Collins invited anyone from the Board to participate in the RFP by writing it to get additional insight, since the Board must approve this. There was no interest.

6) Adjournment: A. Gordon MOVED to approve the adjournment of this meeting at 8:52 P.M. C. Danna SECONDED.

Next Meetings:

November 17, 2022

December 15, 2022

Respectfully submitted by Ashleigh N. Johnson, Board Clerk

Ashleigh N. Johnson

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

SEE ATTACHMENTS UNDER SEPARATE COVER.