

**TOWN OF BOLTON
FINANCE COMMITTEE
REGULAR MEETING
7:00 P.M., THURSDAY, OCTOBER 17, 2024
*TOWN HALL/ZOOM***

Finance Commission Members Present at Town Hall/Zoom: Chair Ross Lally, Member Rhea Klein, Member Ashley Phelan, Member Robert Morra. Absent were Members Chris Connelly, Amanda Gordon, and Robert Munroe.

Staff Present Via Town Hall/Zoom: Chief Financial Officer Jill Collins, Town Administrator Jim Rupert, Board Clerk Mary Johnston, Selectman Rodney Fourier, Selectman Gwen Marion

Others Present Via Town Hall/Zoom: Board of Education Members Andrew Broneill and Mather Clarke

1. Call to Order

R. Lally called the meeting to order at 7:00 p.m.

2. Public Participation: None

3. Approval of Minutes

3a. September 19, 2024, Regular Meeting

R. Morra MOVED to approve the September 19, 2024, Minutes. A. Phelan SECONDED. MOTION CARRIED UNANIMOUSLY 4:0:0.

4. Elected Official and Town Staff Reports

4a. Tax Collection Summary

J. Collins reported the taxes collected as of September 30, 2024, is at 106.56% for the current levy and 93.45% for Motor Vehicle. J. Collins pointed out those percentages will be reduced when the tax credit checks are mailed, but some monies can be carried over as liability. G. Marion questioned a letter she received stating to do nothing and that a credit will be applied to her taxes. G. Marion thought the letter was confusing. J. Collins replied yes, and it would be cleaner if the Town had a response from everyone. J. Collins explained the process if a taxpayer requests a refund or credit that would come out of a liability line item. R. Morra added it is talking about a 90-day period. J. Collins would like to process the tax credit payments in batches, so it is easier to audit. J. Collins reported the revenues are as expected.

4b. Town Update

J. Collins reported the revenues are as expected for this time of year. R. Lally asked about trash collection fees and pointed out there will be election costs due to early voting. J. Rupert reported expenses are on target for the end of September. J. Rupert provided

information on transfers that were completed. R. Lally asked how the interest report tracks against the month end balance in the General Fund. J. Collins replied it is in there.

4c. Board of Education Update

A. Phelan reported 13% has been expended at the end of September which is in line with last year. A. Phelan mentioned the Board of Education will need to monitor lunch costs this year. A. Phelan reported a search committee has been established for the Superintendent of Schools and engaged a consultant to assist with the search. A. Phelan stated the job listing will be posted in early November. The Board of Education will be asking for public participation and input from other boards as they go through this process. R. Morra asked when the Board of Education would like to have a person in place. A. Broneill replied they are hoping to interview candidates in January/February with the hope of that person working with K. Heckt before she retires July 1. B. Morra asked about the number of consultants that are available. A. Broneill replied there are at least three consultants to consider and discussed who they are, and the costs associated for their services. R. Fournier asked about the financial implications for have having two people in the position at the same time. A. Broneill replied it is a good question and will discuss it with the Board of Education. A. Phelan and A. Broneill are hoping the public will participate in the selection process.

4d. Other

J. Collins stated that A. Phelan had questions for the auditor and that the auditor will be at Town Hall next week. J. Collins offered to give the auditor A. Phelan's questions next week. After discussion, A. Phelan will meet with the auditor next week and report back to the Finance Committee. J. Collins can get other questions to the auditor if the Committee has additional questions.

5. Ongoing Business

5a. Communication

R. Lally reported the Communications Sub Committee has not met recently and nothing in the previous report has changed. B. Morra suggested the Board of Selectmen should give the budget presentation at the Public Hearing and would like feedback on his suggestion. R. Lally pointed out the importance of engaging the public sooner on the budget process.

5b. Tax Issue Update

R. Lally reported a meeting was held with the Board of Selectmen on the Tax Issue and presented the final set of findings. R. Lally stated they could not decide on a specific direct cause. R. Lally stated they could not decide on when the original tax file was lost. R. Lally added there should be a process upfront that provides oversight and checks and balances. R. Lally and J. Collins stated the letters are being mailed. J. Collins explained the manual process for mailing the letters and double checking the information. R. Klein asked for clarification on this process. R. Lally replied that the file was downloaded then deleted and no paper file is available. R. Lally reported the process will be formalized in policy and procedures.

6. Adjournment

R. Morra MOVED to adjourn the meeting at 7:50 p.m. R. Klein SECONDED the motion.
MOTION CARRIED 4:0:0.

Respectfully submitted by Mary J. Johnston

Mary J. Johnston

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

SEE ATTACHMENTS UNDER SEPARATE COVER.