

Finance Committee
Special Meeting
Tuesday, January 16, 2024
Town Hall / Zoom

Minutes

Finance Committee Members Present: Ross Lally (Chair), Robert Morra, Amanda Gordon, Rhea Klein

Finance Committee Members Absent: Ashley Phelan, Robert Munroe, Christopher Connelly

Others Present: Kristin Heckt (Superintendent of Schools), James Rupert (Town Administrator), Rodney Fournier (First Selectman), John Butrymovich (Buildings and Grounds), Sean Bailey (Highway Department)

1. Call to Order
 - a. Ross Lally Called the meeting to order at 5:00 p.m.
2. Public Comment
 - a. James Loersch stated that the town needs a new town hall to replace the current inadequate structure on the town green. He stated that the best location would be on the site of the Notch Road Municipal Building after it has been demolished.
3. Approval of Minutes, January 18, 2023
 - a. Robert Morra MOVED to approve the minutes as written. Amanda Gordon SECONDED. By rollcall vote PASSES 1:0:3.
4. Discussion on CAPA Budget
 - a. Robert Morra noted that we did not yet have a figure for the grand list after the recent revaluation. We need this figure to determine the minimum capital investment required by the town charter.
5. Board of Education (BOE)
 - a. Kristin Hecht led the discussion with supporting details from John Butrymovich. The proposed expenditures cover maintenance and repairs of school buildings and their associated grounds, purchase of vehicles (plows, vans, utility trucks), maintenance equipment (mowers, floor scrubbers), and state-mandated HVAC 5-year assessments.
 - b. Amanda Gordon noted that the former Board of Finance had suggested spreading out expenditures over multiple years where possible to avoid larger lump-sum capital requests.
 - i. Robert Morra noted that this approach would also reduce the need for bonding which in turn would reduce interest payments to save money.
 - ii. Ross Lally asked if this would be good to do for vehicle purchase. John Butrymovich noted that the vehicles are on a cycle that replaces one per year, effectively spreading the costs over time.
 - iii. Committee agreed that funding should be set aside for the following upcoming expenses:

1. Line 1 – Center School 2029 HVAC assessment. \$8,000 in FY 2025, FY 2026, FY2027, and FY2028.
2. Line 6 – Center School Well and Freezer Generator. \$35,000 FY2026 and \$38,600 in FYI 2027.
3. Line 7 – High School 2029 HVAC assessment. \$8,000 in FY 2025, FY 2026, FY2027, and FY2028.

6. Board of Selectmen

- a. James Rupert led the discussion with supporting details from John Butrymovich and Sean Bailey. The proposed expenditures cover maintenance and repairs of town buildings, recreational facilities, and their associated Infrastructure. It also covers the purchase of vehicles (plows, vans, utility trucks), and purchase equipment (mowers, floor scrubbers).
- b. Jim Rupert made two corrections to the proposed plan to reflect their relative priority:
 - i. Move Line 11 (Herrick Park Lodge Roof Replacement) from FY2026 to FY2025.
 - ii. Move Line 21 (Library Roof) from FY2025 to FY2026
- c. Sean ??? justified the \$120,000 acquisition of a highway excavator in that rentals were costly and hard to find when needed. Additionally, the town's backhoes were inadequate for some of the larger upcoming projects in both capacity and ability to work on soft ground.
- d. James Rupert also added \$42,000 to line 32 (Modular office) to cover the maximum expected rental costs for FY2025.

7. Consider and Act on CAPA Budget

- a. Postponed until our next meeting because key participants had to leave for another meeting at 6:00 p.m.

8. Adjournment

- a. Robert Morra MOVED to adjourn. Amanda Gordon SECONDED. Meeting adjourned at 6:02 p.m. By rollcall vote PASSES 4:0:0.

**TOWN OF BOLTON
FINANCE COMMITTEE
REGULAR MEETING MINUTES
Town Hall/ZOOM*
JANUARY 25, 2024 – 5 P.M.**

Finance Committee Members Present: Ross Lally – Chairman, Robert Munroe – Vice Chair, Ashley Phelan (Arrived at 5:02), Amanda Gordon, Rhea Klein, Chris Connelly, and Robert Morra

Staff Present: Jill Collins – Chief Financial Officer, Jim Rupert – Town Administrator, and Ashleigh Johnson – Board Clerk

Board of Education Members Present: Kristin Heckt – Superintendent

1) Call to Order:

R. Lally called this meeting to order at 5 PM.

2) Public Comment:

J. Loersch stated that the town hall was built in 1914 and many other buildings in the town have been rebuilt and/or updated and he stated that our priorities are in the wrong place.

3) Discussion on Budget Calendar:

The budget calendar was presented, and it was stated that this was for information purposes.

4) Discussion on CAPA Budget:

R. Morra stated he spoke to the Assessor, and she will not have the Grand List finalized until February 1st. He stated that this will make it difficult to know what to base the budget on, but he estimated we will need to reduce the CAPA budget to around \$600,000.

R. Morra recommended splitting the cost of the excavator into two years. J. Rupert stated if we do that, we should consider adding rental funds to the Highway's budget because there will be projects, they cannot complete without the excavator.

The Commissioners decided to add \$11,000 to Assessor's office revaluation for FY25-FY29 to prepare for next revaluation, add \$50,000 to Fire Commission strategic plan – removing \$50,000 from Heritage Farm restoration and code compliance, split the cost of highway excavator \$60,000 for FY 25 and \$60,000 for FY 26, lower modular office lease to \$12,722.43, add \$50,000 to grant matches, remove \$68,000 from district utility truck with plow (2005) and move to FY26. K.

Heckt recommended proposing a transfer of funds from salaries due to unfilled positions at the

school to the replacement of pump #2 high school geothermal pump and control so we can remove it from FY25 and do it in FY24.

A. Gordon recommended saving towards Town Hall improvements in the bonding projects.

5) Consider and Act on CAPA Budget:

A. Gordon MOVED to approve and send to BOS for consideration a CIP that includes \$479,625 for Town and \$204,125 for BOE with a total of \$683,750 for FY25 CIP. R. Morra SECONDED. By roll call, PASSES 6:0:0.

6) Adjournment:

R. Lally adjourned this meeting at 6:23 PM.

Next Meetings:

February 15, 2024

March 21, 2024

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.

**TOWN OF BOLTON
FINANCE COMMITTEE
SPECIAL MEETING
7:00 P.M., WEDNESDAY, JANUARY 8, 2025
*TOWN HALL/ZOOM***

Finance Committee Members Present at Town Hall/Zoom: Chair Ross Lally, Member Rhea Klein, Member Ashley Phelan, Member Robert Morra (7:05 p.m.), Member Amanda Gordon, Member Tyler Egner. Absent was Member Chris Connelly.

Staff Present Via Town Hall/Zoom: Chief Financial Officer Jill Collins, Town Administrator Jim Rupert, Board Clerk Mary Johnston, Board of Education Superintendent Kristin Heckt, Building and Grounds John Butrymovich, Selectmen Rodney Fournier and Pamela Sawyer

Others Present Via Town Hall/Zoom: Amanda Balboni, Ashley Paggoli, David and Tatiana Keating, Chris Duffy, Joel Petoski

1. Call to Order

R. Lally called the meeting to order at 7:01p.m.

2. Public Participation:

Amanda Balboni, 7 Valerie Dr., proposed the Committee consider the following: 1) Fire Station request to follow the recommendation of the Auditor before approving any requests; 2) Heritage Farm request consider the restoration; 3) Heritage Park Request for field/basketball courts updates; 4) Indian Notch Park request for installation/repaving of basketball courts; 5) Town Hall consideration of timing; and 6) understanding the need for EV charging stations at the Library.

R. Lally informed the Committee he will abstain from voting going forward due to his position with the Town.

3. Discussion on Budget Calendar (CAPA)

The Budget Calendar will be decided at the Wednesday, January 22, 2025, CAPA meeting.

4. Discussion on CAPA Budget

J. Butrymovich reviewed the budget requests for the 2025-2030 fiscal years. Some budget requests were removed for ARPA funds (BHF Manure Pit, Reclaim INP Basketball Court, Reclaim Herrick Basketball Court, Notch Park Basketball Court, Memorial Park Basketball Court). A. Gordon asked if mileage reimbursement could be used in place of purchasing a vehicle. The budget amount of \$76,124 was added for Fire House Roof Replacement. P. Sawyer wondered if there could be a reduction in insurance costs for roof replacements and asked J. Rupert to investigate. P. Sawyer wondered if the improvements to the Town Clerk's vault were recommended or a requirement. P. Sawyer stressed that the current

Town Hall will continue as a Town Building if a new Town Hall is constructed. R. Lally expressed his concerns about the declining student population and maintaining long-term budget requests and would like to see a plan. J. Collins and J. Rupert will review available funds for the Lyman Road Bridge project and apply for a TRIP grant. P. Sawyer and A. Gordon mentioned spreading out expenditures over multiple years for larger capital projects. K. Heckt reviewed the Board of Education CAPA budget and requested removing the following: BCS Bell System, Camera Security System-Door Safety and Well and Freezer Generator. J. Rupert reviewed the Fire Budget and suggested removing the Utility Task Vehicle funded by ARPA funds.

R. Lally expressed concerns about funding of a new Town Hall without raising mil rates and increasing student population. A. Phelan agreed with R. Lally's comments and felt it was important to prioritize projects. A. Phelan would like to bring in the Fire Department at the next meeting. A. Gordon requested a consolidated version of the CAPA budget at the next meeting. R. Fournier discussed the funding of the new Town Hall and availability of grants. R. Lally pointed out there is no funding available to do all the projects. J. Collins stated there are two projects missing: payment for the "portables" and Revalve and there is a \$53,000 deficit for this year.

5. Consider and Act on CAPA Budget

The Finance Committee will consider and act on the CAPA Budget on Wednesday, January 22, 2025.

6. Adjournment

R. Morra MOVED to adjourn the meeting at 8:57 p.m. A. Gordon SECONDED the motion. MOTION CARRIED UNANIMOUSLY 6:0:0.

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.

Town Capital Improvement Plan (CIP) FY2026 - FY2030

Town Projects	Prior Funds	FY2026	FY2027	FY2028	FY2029	FY2030	Total
1 Assessor's Office Re-Evaluation	\$ 23,634.99	\$ 11,600.00	\$ 11,600.00	\$ 11,600.00	\$ 11,600.00	\$ 11,600.00	\$ 81,634.99
2 Buildings & Grounds out front mower w/attachments	\$ -	\$ -	\$ 74,000.00	\$ -	\$ -	\$ -	\$ 74,000.00
3 Buildings & Grounds Pickup Truck	\$ -	\$ -	\$ 73,000.00	\$ -	\$ -	\$ 83,000.00	\$ 156,000.00
4 Buildings & Grounds Scag Mowers Replacement	\$ 2,401.00	\$ -	\$ 18,000.00	\$ -	\$ 18,000.00	\$ -	\$ 38,401.00
5 Firehouse Air Conditioner Replacements	\$ -	\$ -	\$ -	\$ -	\$ 42,000.00	\$ -	\$ 42,000.00
6 Firehouse roof	\$ -	\$ 76,124.00	\$ -	\$ -	\$ -	\$ -	\$ 76,124.00
7 Fire Commission Strategic Plan	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00
8 Firehouse - Hydraulic Cutters, spreaders, Rams & Resplack	\$ -	\$ 32,000.00	\$ -	\$ 33,000.00	\$ -	\$ -	\$ 65,000.00
9 Fire Suppression Water Supply	\$ 284,850.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 284,850.62
10 Firehouse Radio Communications	\$ 50,000.00	\$ -	\$ 98,580.00	\$ -	\$ 39,000.00	\$ -	\$ 187,580.00
11 Fire Suppression/Vehicle Acquisition	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 120,000.00
12 Heritage Farm Restoration & Code Compliance	\$ 47,000.00	\$ 50,000.00	\$ 75,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 472,000.00
13 Herrick Park Furnace	\$ -	\$ -	\$ -	\$ 26,000.00	\$ -	\$ -	\$ 26,000.00
14 Herrick Park Roof Replacement	\$ -	\$ -	\$ 32,000.00	\$ -	\$ -	\$ -	\$ 32,000.00
15 Herrick Park Soccer Fields	\$ 102,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 102,000.00
16 Highway Excavator	\$ 25,000.00	\$ 40,100.00	\$ 40,100.00	\$ 15,000.00	\$ -	\$ -	\$ 120,200.00
17 Highway Dump/Plow Truck (10 Wheeler)	\$ -	\$ 220,000.00	\$ -	\$ -	\$ -	\$ -	\$ 220,000.00
18 Highway 3/4 Ton pickup Truck	\$ -	\$ -	\$ 65,000.00	\$ -	\$ -	\$ -	\$ 65,000.00
19 Highway Kubota attachment SSV75	\$ -	\$ 24,000.00	\$ -	\$ -	\$ -	\$ -	\$ 24,000.00
20 Indian Notch Park Playscape	\$ -	\$ -	\$ -	\$ 63,500.00	\$ -	\$ -	\$ 63,500.00
21 Library Roof	\$ -	\$ -	\$ 40,000.00	\$ -	\$ -	\$ -	\$ 40,000.00
22 Library Main Area Carpet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,000.00	\$ 23,000.00
23 Library Air Filtration System	\$ -	\$ -	\$ -	\$ 18,000.00	\$ -	\$ -	\$ 18,000.00
24 Library Emergency Generator	\$ -	\$ -	\$ 38,000.00	\$ -	\$ -	\$ -	\$ 38,000.00
25 Senior Center Paint and Wallpaper	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -	\$ 30,000.00
26 Senior Center Accessible Minivan	\$ -	\$ 55,000.00	\$ -	\$ -	\$ -	\$ -	\$ 55,000.00
27 Senior Center Large Capacity Van	\$ -	\$ -	\$ -	\$ 80,000.00	\$ -	\$ -	\$ 80,000.00
28 Town Hall Doors	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
29 Town Clerk's Vault Floor	\$ -	\$ -	\$ -	\$ 28,500.00	\$ -	\$ -	\$ 28,500.00
30 Town Hall Vehicle	\$ 2,778.80	\$ 47,000.00	\$ -	\$ -	\$ -	\$ -	\$ 49,778.80
31 Town Hall Exterior Painting	\$ -	\$ 22,000.00	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 47,000.00
32 Town Hall Air Handlers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,000.00	\$ 22,000.00
33 Town Hall Repaving parking lot	\$ -	\$ 129,000.00	\$ -	\$ -	\$ -	\$ -	\$ 129,000.00
34 Town Hall Facility Expansion	\$ 148,896.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 148,896.92
35 NRMCM South Wing Boiler	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00
36 NRMCM Demolition	\$ 262,731.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 262,731.50
37 Modular Office	\$ 13,184.44	\$ 53,000.00	\$ 44,000.00	\$ -	\$ -	\$ -	\$ 110,184.44
38 Town Wide Facility Study	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00
39 Bolton Heritage Trail Grant	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00
40 Lyman Road Bridge Engineering & Bid doc.	\$ 150,000.00	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ 170,000.00
41 Lyman Road Bridge Construction	\$ -	\$ 170,000.00	\$ 170,000.00	\$ -	\$ -	\$ -	\$ 340,000.00
42 Planning & Implementing Impr. To town Fac., Infas & Oper.	\$ 225,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000.00
43 Trooper's Building Exterior Painting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00
Town Subtotal	\$ 1,437,478.27	\$ 1,169,824.00	\$ 809,280.00	\$ 405,600.00	\$ 270,600.00	\$ 334,600.00	\$ 4,427,382.27

PROJECT DETAIL

Project Title: **Revaluation 2028**

Department: **Assessor**

Author: **Kara Fishman**

Description, Purpose, and Projected Useful Life:

Statutorily required revaluation for the 2028 Grand List. The 2023 revaluation cost was approximately \$50,000 (\$49,365). The January 2024 quotes obtained for the revaluation of the Town of Willington were \$62,700 and \$70,000. The typical per parcel cost for the 17 towns that responded to a CT Association of Assessing Officers (CAAO) survey for 2023 was \$25.00, equivalent to \$58,675 for Bolton's 2,347 parcels. This is a small sample size, and the numbers in the CAAO surveys have been fairly constant over the past 10 years.

The scope of work greatly influences the cost of a revaluation. The scope of the 2023 revaluation was a statistical revaluation, meaning that on-site property inspections were only attempted for building permits and sale properties. Given the current revaluation regulations, the next revaluation would include more on-site inspections and photos. The suggested cost of a revaluation for the 2028 Grand List is \$70,000. This amount would have to have been accumulated by FYE 2029.

FY 2026 CIP - Item #



RECOMMENDED FINANCING

	Source of Funds	Estimated Expenditures by Fiscal Year							Total 5-Year Costs
		Previously Allocated	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030		
A. Planning and Engineering		-	-	-	-	-	-	-	-
B. Land and Right of Way		-	-	-	-	-	-	-	-
C. Construction		-	-	-	-	-	-	-	-
D. Equipment		-	-	-	-	-	-	-	-
E. Administration		-	-	-	-	-	-	-	-
F. Other Costs		-	\$17,500	\$17,500	\$17,500	\$17,500	-	-	\$70,000
G. Bonding		-	-	-	-	-	-	-	-
H. Contingency		-	-	-	-	-	-	-	-
TOTAL		-	\$17,500	\$17,500	\$17,500	\$17,500	-	-	\$70,000
I. Annual Maintenance & Repair		-	-	-	-	-	-	-	-
(1) General Fund	(3) Private Funding		(5) State/Federal Aid						
(2) Municipal Bonds	(4) Enterprise Funds		(6) Other Funding						
							Cost Estimates Last Updated:		1/14/2025

**Town of Bolton, Connecticut
Finance Committee
Budget Calendar
FY2026 Budget Calendar Draft**

- 3/15/25 Board of Education and Board of Selectmen Budgets Due to Finance Committee**
- 3/20/25 Finance Committee Regular Meeting – Including Board of Education presentation on FY2026 Budget and Board of Selectmen presentation FY2026 General Government, Capital & Debt Budgets Budget – Location TBD
- 3/27/25 Finance Committee Special Meeting – Budget Discussion (If necessary)
Location: TBD
- 4/10/25 Finance Committee Special Meeting – Budget Discussion (If necessary)
Location: TBD
- 4/17/25 Finance Committee Regular Meeting – Including Budget Discussion – Location: Town Hall 7:15 PM
- 4/14-4/18/25 Bolton Public Schools Spring Recess
- 4/23/25 Finance Committee Meeting (if necessary) – Budget Discussion **(THIS IS A WEDNESDAY)**
Location: TBD
- 4/25/25 **Budget Filed with Town Clerk (5 days prior to Public Hearing)**
- 4/25/25 **Public Notice Issued (5 days prior to Public Hearing)**
- 4/29/25 **Public Hearing/Finance Committee Special Meeting (if necessary)**
Time: 7:15 PM (THIS IS A TUESDAY) (Must be completed by May 1, 2025 by Charter)
- 5/1/25 **Finance Committee Special Meeting – Budget Adoption (Must adopt the budget on or before 5/10/24 by Charter)**
- 5/15/25 Finance Committee Regular Meeting

The dates in blue are only dates used as placeholders, these dates will need to be set by the appropriate boards.