

**TOWN OF BOLTON
BOARD OF SELECTMEN FINANCE AND ADMINISTRATION SUBCOMMITTEE
MINUTES
MAY 2, 2018**

The Board of Selectmen, Finance and Administration Subcommittee held a meeting on May 2, 2018 at the Town Hall. Present were: First Selectman Sandra Pierog; Selectmen Michael Eremita and Kim Miller; Administrative Officer Joyce Stille; and Richard Dziadul, Energy Commission Chair.

1. Call to Order

The meeting began at 7:00 p.m.

2. Discussion on Funds

The group discussed the Employment Separation Fund. The auditor noted that the language for the fund does not include the process, who and when, for contributions to the fund. The group recommends to the Board of Selectmen that the following language be added:

Contributions (amount and timing thereof) shall be determined by the Board of Selectmen annually. The Selectmen may delegate to the Administrative Officer or a duly authorized individual the authority to make the contribution (amount and timing).

Board of Education non-fiduciary funds were discussed next. These funds have been part of the audit findings for several years. The Selectmen are the only ones that can approve the carry-over of these funds from year to year. S. Pierog and J. Stille will meet with school officials to discuss.

3. Discussion on CT Sustainability Program

The group discussed the program at length. R. Dziadul stated that he could help to provide some of the information. Currently the program is not tied to any grants but could be in the future. By consensus, the group agreed to have staff begin working on the process to determine time commitment and resources.

4. Discussion on Tax Payments

The members discussed Bolton's current practice of tax collections being one time per year versus changing billing to twice a year. Currently 37% of all taxes are paid via an escrow account. At this time, the members agreed that it is not financially feasible to change tax collections from one time per year. Any interest lost due to twice a year collection would adversely impact revenues and taxes. The results of the new tax deferral program are unknown at this time as well.

5. Adjournment

The meeting ended at 8:35 p.m.

Respectfully Submitted,

Joyce M. Stille

Administrative Officer

Please see minutes of subsequent meetings for corrections to these minutes and any corrections hereto.