

**BOARD OF SELECTMEN  
BUDGET WORKSHOP  
THURSDAY, FEBRUARY 3, 2022 – 7:00 P.M.  
VIRTUAL ZOOM MEETING  
Call-In Number: 1-929-205-6099  
Meeting ID: 845 0254 4535**

1. Call to Order.
2. Consider and Act on Draft Resolution for the Expenditure of Remaining Funds.
3. Discussion on FY23 Budget:

7:00 P.M.	Finance
7:15 P.M.	Building & Land Use
7:30 P.M.	Fire Marshal
7:45 P.M.	Administration
8:00 P.M.	Other Budgets

3. Adjournment

## DRAFT RESOLUTION

In addition to the BCS fireproof stage curtain that was already approved, I move that the Board of Selectmen approve the expenditures of remaining funds (\$165,298.55)

From the 2017 borrowing allocation for Board of Education projects at Bolton Center School according to Section (a)(iv) of the approved resolution of Town Meeting on January 25, 2017, for purposes of the cafeteria kitchen stove, energy management system and lockers, to the extent of available funds of \$165,298.55.

**Collins, Jill**

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**From:** Blank, Judith A. <JBlank@pullcom.com>  
**Sent:** Monday, September 20, 2021 12:09 PM  
**To:** Collins, Jill  
**Cc:** Rupert, Jim  
**Subject:** RE: Conflicting resolution

Sorry, folks. Was at meeting. Yes, that language is there. Okay to spend on those items.  
Best,  
Judith

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**Judith A. Blank, Esq.**  
**Pullman & Comley LLC**  
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**From:** Collins, Jill <jcollins@boltonct.org>  
**Sent:** Monday, September 20, 2021 11:33 AM  
**To:** Blank, Judith A. <JBlank@pullcom.com>  
**Cc:** Rupert, Jim <jrupert@boltonct.org>  
**Subject:** Conflicting resolution

Hi Judith,

I found the clause about leftover money in the first paragraph of the resolution that residents voted on, so the BOE should be okay to spend the money on those items.

Thank you and sorry,  
Jill

*Jill Collins*  
Chief Financial Officer  
Town of Bolton

**TOWN OF BOLTON**

**RESOLUTION OF SPECIAL TOWN MEETING**

**INCREASING THE \$340,000 APPROPRIATION FOR THE FISCAL YEAR 2016/17 BOARD OF EDUCATION FACILITY IMPROVEMENTS PROGRAM AT BOLTON CENTER SCHOOL, AND THE AUTHORIZATION TO ISSUE BONDS OR NOTES AND TEMPORARY NOTES TO FINANCE THE APPROPRIATION, BY \$606,500, FOR AN AGGREGATE APPROPRIATION AND AGGREGATE BORROWING AUTHORIZATION OF \$946,500 EACH; AND EXPANDING THE SCOPE OF THE APPROPRIATION**

**(January 25, 2017)**

RESOLVED,

(a) That the Town of Bolton increase the THREE HUNDRED FORTY THOUSAND DOLLAR (\$340,000) appropriation for the Fiscal Year 2016/17 Board of Education Facility Improvements Program at Bolton Center School and the authorization to issue bonds or notes and temporary notes in the same amount to finance the appropriation, as approved at the Annual Town Meeting held May 17, 2016, by SIX HUNDRED SIX THOUSAND FIVE HUNDRED DOLLARS (\$606,500), for an aggregate appropriation of NINE HUNDRED FORTY-SIX THOUSAND FIVE HUNDRED DOLLARS (\$946,500) and an aggregate borrowing authorization of the same amount to finance the increased appropriation; and that the scope of the appropriation be expanded to include the following: (i) reconstruction of the parking lots, including related work and improvements (estimated cost of \$236,390); (ii) carpet removal, floor tile asbestos abatement and carpet and/or tile replacement for the K-3, first floor and second floor building sections, including related work and improvements (estimated cost of \$140,110); (iii) building boilers and water heater replacement and conversion to natural gas, including related work and improvements (estimated cost of \$230,000); and (iv) to the extent of available funds, replacement of the fireproof stage curtain, cafeteria kitchen stove, energy management system and lockers. The appropriation may be spent for design, acquisition, installation and construction costs, related work and improvements, equipment, materials, architectural/engineering services, consulting fees, testing costs, survey costs, legal and administrative costs related to the projects, costs related to any application for and acceptance of available grants, legal fees, net interest on borrowings and other financing costs, and other expenses related to the projects. The Board of Selectmen is authorized to determine the scope and particulars of the projects and may reduce or modify the scope of the projects, and the entire appropriation may be spent on the projects as so reduced or modified; and is further authorized to delegate to the Temporary Public Building Commission all or any portion of such authority with respect to any of such projects;

(b) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that project costs may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in

an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The First Selectman and the Treasurer or Deputy Treasurer are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(c) That the Board of Selectmen, the First Selectman, the Treasurer, the Deputy Treasurer, the Public Building Commission and other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to complete the projects and to issue bonds and notes and obtain grants to finance the aforesaid appropriation.

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**BOLTON BUDGET WORKSHOP**

**BOARD OF FINANCE**

**NO. 2**

<b>Code 4115</b>	<b>BOARD OF FINANCE</b>	<b>Unaudited</b>			
		<b>Actual</b>	<b>Approp. for</b>	<b>Request</b>	<b>Proposed</b>
<b>Accounting Codes</b>	<b>Category</b>	<b>Expenditures</b>	<b>this year</b>	<b>for</b>	<b>by Selectmen</b>
		<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>
51620	Payroll	1,565	1,300	1,300	
55400	Advertising	52	60	75	
56120	Office Operating Expenses	448	840	825	
	<b>Total</b>	2,065	2,200	2,200	0

Any Change (+/-) in a category please explain.

By: Emily Bradley/Jill Collins

## BOLTON BUDGET WORKSHOP

## FINANCE DEPARTMENT

## NO. 3

Code 4117	FINANCE DEPARTMENT	Unaudited	Approp. for	Request	Proposed
		Actual	this year	for	by Selectmen
Accounting Codes	Category	Expenditures	2021-2022	2022-2023	2022-2023
51610	Payroll	212,937	218,190	233,076	
51620	Other Payroll	6,342	10,000	0	
53200	Professional Educational Training	0	2,500	2,000	
53300	Professional/Tech Services	2,435	2,500	2,700	
56120	Office Operating Expenditures	1,281	2,500	2,000	
58100	Dues & Fees	225	350	270	
	<b>Totals</b>	223,220	236,040	240,046	0

Any Change (+/-) in a category please explain.

By: Jill Collins

**BUDGET:**                     Finance Dept.                    

1. Please describe in one to two paragraphs the scope of services that your department provides to the town and how the requested funds will help deliver said services. This text may be included in the final draft of the budget document to be presented to the public; please proofread and choose your words carefully.

**The Finance Department is responsible for the central administration of all Town finances. This includes the preparation of the annual budget, supervising the annual audit, managing grants, debt, accounts payable, payroll as well as oversight of the Towns pension and health insurance. The Department is also responsible for all centralized accounting functions for the entire Town including the Board of Education.**

2. Please thoroughly explain any increase requested in a line item. Are there any operational efficiencies you are proposing?

**The only increase to the finance budget is the payroll line 2.25% increase for Finance Director and 2.75% for Admin. Clerks.**

3. In addition to any capital requests, please identify any day to day operational issues or changes in delivery/level of services you foresee in the short term (next 3 years) that will have a budgetary impact? **None**

4. Do you anticipate any funds being left in your budget this year? If so, please explain. **No**



5. Please complete a minimum of one “drop” decision package form for your department to identify a service, program, or other item that you would prefer to see reduced in the event that Town Elected Officials choose to make budget cuts in your area. Two to three “drop” decisions are encouraged as a precaution.

**Office Operating Supplies-\$500**

**Professional Education-\$2,000**

6. You are invited to complete as many “add” decision packages as you feel are needed to help enhance the offerings of your department. Please return all decision package sheets to the Selectmen’s office with your completed budget sheets.

**BOLTON BUDGET WORKSHOP**

**BUILDING AND LAND USE**

**NO. 10**

<b>Code 4151</b>	<b>BUILDING AND LAND USE</b>	<b>Unaudited</b>			
		<b>Actual</b>	<b>Approp. for</b>	<b>Request</b>	<b>Proposed</b>
<b>Accounting Codes</b>	<b>Category</b>	<b>Expenditures</b>	<b>this year</b>	<b>for</b>	<b>by Selectmen</b>
		<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>
51610	Payroll	163,805	191,666	222,060	
51620	Other Payroll	536	5,100	0	
53200	Professional Educational Training	110	3,100	3,100	
53300	Professional/Technical Service	122,459	107,779	114,943	
56010	Supplies	54	1,200	1,200	
56120	Office Operating Expenditures	0	500	800	
58100	Dues & Fees	235	500	550	
	<b>Total</b>	<b>287,199</b>	<b>309,845</b>	<b>342,653</b>	<b>0</b>

Any Change (+/-) in a category please explain.

By: Jim Rupert

Signature(s):

Current Land Use Organizational Chart

Bargaining Unit Employee

Non-Bargaining Unit Employee

Contract Services

Building Official/Zoning Enforcement Agent  
Land Use Dept. Head/Fire Marshal  
Emergency Management Director

Inland Wetlands

Asst. Building  
Official

Deputy Fire  
Marshal

Director of  
Community Development

Land Use  
Administrative Asst.

Inland Wetlands  
Commission

Planning & Zoning  
Commission

Zoning Board  
of Appeals

Proposed Land Use Organizational Chart

Bargaining Unit Employee

Non-Bargaining Unit Employee

Contract Services

Chief Building Official  
Zoning Enforcement Agent  
Land Use Supervisor

Inland Wetlands

Building Official

Director of Community Development

Land Use Administrative Asst.

Inland Wetlands Commission

Planning & Zoning Commission

Zoning Board of Appeals

Fire Commission

Fire Marshal

Deputy Fire Marshal

Emergency Management Director

BOLTON BUDGET WORKSHOP

ZONING BOARD OF APPEALS

NO. 12

Code 4155	ZONING BOARD OF APPEALS	Unaudited		Approp. for this year	Request for	Proposed by Selectmen
		Actual	Expenditures			
Accounting Codes	Category	2020-2021	2021-2022	2022-2023	2022-2023	
51620	Other Payroll	65	365	365		
55400	Advertising	0	400	400		
56120	Office Operation Expenses	82	575	575		
58100	Dues & Fees	110	300	300		
	<b>Total</b>	257	1,640	1,640	0	

Any Change (+/-) in a category please explain.

By: Mark Altermatt/Jim Rupert

Signature(s):

BOLTON BUDGET WORKSHOP

FIRE MARSHAL

NO. 22

Code 4219	FIRE MARSHAL	Unaudited	Approp. for	Request	Proposed
		Actual	this year	for	by Selectmen
Accounting Codes	Category	Expenditures	2021-2022	2022-2023	2022-2023
51620	Other Payroll	11,175	24,000	24,000	
53200	Professional Educational Training	0	1,000	1,000	
53300	Other Prof./Tech. Services	0	3,500	2,500	
56010	Supplies	519	2,800	2,800	
57300	Equipment	0	1,200	1,200	
58100	Dues & Fees	0	500	500	
	<b>Total</b>	11,694	33,000	32,000	0

Any Change (+/-) in a category please explain.

By: Jim Rupert

Signature(s):

BOLTON BUDGET WORKSHOP

ADMINISTRATION

NO. 1

Code 4107	ADMINISTRATION	Unaudited	Approp. for	Request	Proposed
		Actual	this year	for	by Selectmen
Accounting Codes	Category	Expenditures	2021-2022	2022-2023	2022-2023
		2020-2021			
51610	Payroll	211,853	217,209	257,256	
51620	Other Payroll	28,749	28,279	0	
53020	Legal Services	25,287	45,000	45,000	
53200	Professional Educational Training	4,889	15,000	15,000	
53300	Professional /Tech Services	148,364	258,077	200,000	
53520	Other Technical Services	101,730	105,000	125,000	
55400	Advertising	2,162	9,000	9,000	
56120	Office Operating Expenses	7,246	13,500	10,000	
56290	Other Supplies	2,140	2,750	5,000	
57300	Equipment	32,663	15,000	25,000	
57330	Furniture & Fixtures	3,990	0	0	
58100	Dues & Fees	11,205	12,264	17,000	
	<b>Total</b>	<b>580,278</b>	<b>721,079</b>	<b>708,256</b>	<b>0</b>

Any Change (+/-) in a category please explain.

By: Jim Rupert

Signature(s):

**BOLTON BUDGET WORKSHOP**

**AUDITING SERVICES**

**NO. 4**

<b>Code 4123</b>	<b>AUDITING SERVICES</b>	<b>Unaudited Actual</b>	<b>Approp. for this year</b>	<b>Request for</b>	<b>Proposed by Selectmen</b>
<b>Accounting Codes</b>	<b>Category</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>
53410	Auditing Services	26,000	26,500	29,000	
	<b>Total</b>	26,000	26,500	29,000	0

Any Change (+/-) in a category please explain.  
 By: Emily Bradley/Jill Collins



**BOLTON BUDGET WORKSHOP**

**PROBATE COURT**

**NO. 14**

<b>Code 4161</b>	<b>PROBATE COURT</b>	<b>Unaudited</b>			
		<b>Actual</b>	<b>Approp. for</b>	<b>Request</b>	<b>Proposed</b>
<b>Accounting Codes</b>	<b>Category</b>	<b>Expenditures</b>	<b>this year</b>	<b>for</b>	<b>by Selectmen</b>
55010	Shared Service	2020-2021 5,786	2021-2022 5,960	2022-2023 6,258,000	2022-2023
	<b>Total</b>	5,786	5,960	6,258,000	0

Any Change (+/-) in a category please explain.

By: Jim Rupert

Signature(s):

**BOLTON BUDGET WORKSHOP**

**ANIMAL CONTROL**

**NO. 21**

Code 4215	Animal Control	Unaudited Actual	Approp. for this year	Request for	Proposed by Selectmen
	Category	Expenditures	2021-2022	2022-2023	2022-2023
55010	Shared Services	3,000	3,000	3,100	
	<b>Total</b>	3,000	3,000	3,100	0

Any Change (+/-) in a category please explain.

By: Jim Rupert

Signature(s):

BOLTON BUDGET WORKSHOP

EMERGENCY MANAGEMENT

NO. 23

4223	EMERGENCY MANAGEMENT	Unaudited			
		Actual	Approp. for	Request	Proposed
Accounting Codes	Category	Expenditures	this year	for	by Selectmen
		2020-2021	2021-2022	2022-2023	2022-2023
51610	Payroll	14,756	14,943	14,943	
56900	Other Supplies	1,236	4,750	4,750	
	<b>Totals</b>	15,992	19,693	19,693	0

Any Change (+/-) in a category please explain.

By: Jim Rupert

Signature(s):

**BOLTON BUDGET WORKSHOP**

**PUBLIC BUILDING COMMISSION**

**NO. 25**

<b>Code 4399</b>	<b>PUBLIC BUILDING COMMISSION</b>	<b>Unaudited</b>			
<b>Accounting Codes</b>	<b>Category</b>	<b>Actual Expenditures 2020-2021</b>	<b>Approp. for this year 2021-2022</b>	<b>Request for 2022-2023</b>	<b>Proposed by Selectmen 2022-2023</b>
51620	Payroll	0	1,000	2,000	
55400	Advertising	0	0	2,000	
56120	Office Operating Expenses	0	100	100	
	<b>Total</b>	0	1,100	4,100	0

Any Change (+/-) in a category please explain.

By: Jim Rupert

Signature(s):

**BOLTON BUDGET WORKSHOP**

**BOND & NOTE EXPENDITURES**

**NO. 59**

Code 4901	BOND & NOTE EXPENDITURES	UNAUDITED			
		Approp. for this year 2020-2021	Approp. for this year 2021-2022	Request for 2022-2023	Proposed by Selectmen 2022-2023
Accounting Codes	Category				
1005.048.4899.000000.58330.00000	Bond & Note Expenditures	0	50,000	75,000	
	<b>Total</b>	0	50,000	75,000	0

Any Change (+/-) in a category please explain.

By: Jim Rupert

Signature(s):

**BOLTON BUDGET WORKSHOP**

**BLRWPCA Debt**

**NO. 68**

<b>Code 4899</b>	<b>BLRWPCA Debt</b>	<b>Approp. for this year</b>	<b>Approp. for this year</b>	<b>Request for</b>	<b>Proposed by Selectmen</b>
<b>Accounting Codes</b>	<b>Category</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2022-2023</b>
1005.048.4803.000000.58250.00000	Bolton Lake Regional WPCA Debt	175,000	180,000	185,000	
	<b>Total</b>	175,000	180,000	185,000	0

Any Change (+/-) in a category please explain.

By: Jim Rupert

Signature(s):