

**TOWN OF BOLTON  
BOARD OF SELECTMEN  
REVISED -SPECIAL MEETING – A/P – 7:00 P.M.  
AND BUDGET WORKSHOP #5  
(IMMEDIATELY FOLLOWING A/P MEETING)  
THURSDAY, FEBRUARY 9, 2023  
MINUTES**

The Board of Selectmen held a special meeting on Thursday, February 9<sup>th</sup> with First Selectmen Pam Sawyer presiding. Also, in attendance were selectmen: Robert Morra, Mike Eremita, Robert DePietro, Adam Teller, CFO Jill Collins, Registrar of Voters Bernice Dixon and Sandra Pierog, Town Administrator Jim Rupert and Kathy McCavanagh.

**A/P MEETING:**

**1. Call to Order.**

P. Sawyer called the meeting to order at 7:00 p.m.

**2. Consider and Act on A/P Report.**

**Motion:** B. Morra moved to pass the A/P report as presented.

By: B. Morra

2<sup>nd</sup>: R. DePietro

Voting:

Yes: R. Morra, R. DePietro, M. Eremita, A. Teller, P. Sawyer

No: None

Abstain: None

Passes unanimously.

**3. Consider and Act on Budget Transfers.**

**Motion:** B. Morra moved to pass the A/P report as presented.

By: B. Morra

2<sup>nd</sup>: R. DePietro

Voting:

Yes: R. Morra, R. DePietro, M. Eremita, A. Teller, P. Sawyer

No: None

Abstain: None

Passes unanimously.

**4. Consider and Act on Student Activity Fund.**

There was a discussion as to what was considered non-fiduciary fund. These funds are currently rolled over by the BOE at the end of each year. An example of non-fiduciary funds is revenue collected for entrance into an event at the school. At this time there is approx. \$100,000 in this account.

A. Teller recommended that these funds should be presented to the public and voted on at a public meeting every year by October 1<sup>st</sup> instead of just having the Superintendent of Schools, BOE Chair (or their designee), First Selectmen (or their designee) and the Town Administrator being given the

right to review and approve them every five years. All selectmen agreed this should be discussed with BOE and pushed to the next BOS agenda.

5. Adjournment.

### **Budget Workshop:**

#### **1. Call to Order.**

P. Sawyer called this meeting to order at 7:18 p.m.

The entire Board of Selectmen agreed to move to #3 on the agenda at this time so that others in attendance could present their budgets without having to wait any long.

#### **3. Budgets:**

- **Elections/Registrar of Voters**

Both B. Dixon and S. Pierog gave information in regards to what is coming up in the next 2 years of voting at all the upcoming elections/primaries/referendums. They do not have complete information on what the state will require for everything at this time but this is what they need to consider for budgeting moving forward.

Those on staff:

Rep. Deputy Registrar: Ross Lally

Dem. Deputy Registrar: Polly Silva

Also have one Dem. and one Rep. Assistant

State and Federally Mandated Duties

Primary Responsibilities:

- Voter Registration
- Accurate weekly maintenance of the voter list
- Annual Canvas of voter address (can take up to 5 months)
- Administration of all elections (federal, state, municipal, referendums and primaries) – last few years have been (6) per year – but they never know how many that number could be

At least 10 workers are required at each polling place. (Extras needed in case someone gets sick)

Worker training prior to each election and some assist with voter machine testing, election preparation, post-election reconciliations, reports and audits.

Communicating election changes via mail and website

Preparation of budget, annual report and expense paperwork

2 state mandated conferences per year, county meetings and zoom classes

Budget before us will need to fund two presidential primaries in April 2024 (at two locations) and 4 budget referendums.

- Biggest unknown is requirements and costs for early voting.
- Huge push to allow early voting by 2024.
- Possibly 8-12 days before the election – 7 hours/day including Saturdays (20 people)

**Presidential Preference Primary is scheduled for Tuesday, April 25, 2024.**

- 2 locations will be needed
- If we use the same machines for the presidential preference primary that we use for the referendums – we will NOT be able to hold a 2<sup>nd</sup> budget referendum for up to 60 days (depending on if there is a recount)

State statute says we must have a Deputy Registrar from each party at each voting location.

Registrars would be in office for Election Day Registration (EDR)

Both ROV are requesting that the BOS stay in contact with Reps; Weir and Ackerman to encourage them for some type of dispensation for small towns if early voting is to happen. This will cripple our budget.

**The payroll line in our proposed budget DOES NOT take into effect EARLY VOTING.**

Minimum 10 people will be needed at each location: (can't mix the duties of these positions)

- Assistant Registrar
- Moderator
- 2 Checkers
- Ballot Clerk
- Tabulator Tender (possibly up to 2)
- Absentee Ballot Clerk (2)
- 2 Deputy Registrars
  
- handicapped accessible facility for early voting needed as well as locked storage for early voting ballots

Education/Training Budget

- 2 annual conferences
- Online classes
- Current mandatory training for Sandy and Ross (10 sections at \$200 each per person)
- Conference cost is expected to increase substantially

There is a voting machine shortage- there are no excess machines

Professional education is funded out of two lines. Both the education/training line and the payroll line. Not only do we pay for some of the classes but we also cover the time spent attending some of those classes.

Town also pays for all poll workers to be trained.

Copy of current wages of all ROV staff to be given to BOS again.

J. Collins presented the following budgets

- **Finance Department**  
Actuarial study included here – comes out of Professional/Technical Services
- **Capital Reserve Fund**
- **Capital Improvements**
- **Bond and Note Expenses**  
Jill to look into doing short term note for FD for interest
- **Redemption of Bonds-LTD**  
Refinancing = Rebonding the callable part of the bond that are outstanding

BOE is expecting 18 Columbia students for next year (Jill always puts (2) less than that number)

- **Interest- Long Term Debt**
- **BLRWPCA**  
The \$190,00 is the remaining debt incurred from the project
- **Veterans**  
Admin Support line will be changed to payroll for board clerks when needed  
Signage and Other lines will be combined and called General Supplies

J. Rupert presented the following budgets:

- **Administration**  
Professional/Technical Services is what the Town Engineer falls under and we have quite a few projects going on right now
- **Building and Land Use**  
Other Payroll includes temporary/seasonal workers  
Professional/Technical Services includes our Town Planner and Wetlands Agent salaries
- **Personnel Services**  
Medical (Town) - this number has a 12% anticipated increase and a place holder included
- **Police Protection**  
M. Eremita would like to see us talk to surrounding towns to help provide 24/7 coverage before we sign another contract with CT State Police
- **Emergency Management**
- **Animal Control**

- **Public Building Commission**
- **Refuse Services**

**2. Approval of Minutes.**

- a) **January 3, 2023 – Regular Meeting.**
- b) **January 17, 2023 –Special A/P Meeting.**
- c) **January 17, 2023 – Budget Workshop #1.**
- d) **January 24, 2023 – Budget Workshop #2.**
- e) **January 31, 2023 – Special A/P Meeting.**
- f) **January 31, 2023 – Budget Workshop #3.**

**Motion:** M. Eremita moved to approve all the minutes listed above with the correction that in the January 3, 2023 minutes A. Teller be added to the Yes votes for the motions on 4B and 5C.

By: M. Eremita

2<sup>nd</sup>: R. Morra

Voting:

Yes: M. Eremita, R. Morra, R. DePietro, A. Teller, P. Sawyer

No: None

Abstain: None

Passes unanimously

**4. Adjournment.**

P. Sawyer adjourned the meeting at 8:49 p.m.

Respectfully submitted,

Kathy McCavanagh

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