

BOLTON BOARD OF SELECTMEN
Special Meeting & Budget Workshop #4
6:30 p.m. TUESDAY, FEBRUARY 1, 2024
BOLTON TOWN HALL, 222 BOLTON CENTER ROAD
In-Person and Virtual (Hybrid Format)

MINUTES

Board of Selectmen Members Present In-Person: First Selectman Rodney Fournier, Deputy First Selectman Robert Morra, Mather Clarke, Gwen Marrion, Tim Sadler, Pamela Sawyer

Board of Selectmen Members Present Via Zoom: Amanda Gordon (7:12 pm)

Staff Present In-Person: Town Administrator James Rupert, Deputy Fire Marshal William Call, Assistant Registrar Ross Lally, Registrar Bernice Dixon

Staff Present Via Zoom: Recording Secretary Linda H. McDonald, Finance Director Jill Collins (6:40 pm), Recreation Director Stephanie Crane, Registrar Sandra Pierog

Others Present Via Zoom: One unidentified person

1. **Call to Order:** R. Fournier called the meeting to order at 6:30 p.m.

2. **Budgets:**

- **Fire Marshal:**

Deputy Fire Marshal William Call presented the requested FY2024-2025 Fire Marshal budget. The overall budget reflects a reduction from this year. The members had no questions.

- **Recreation**

Recreation Stephanie Crane presented the requested FY2024-2025 Recreation budget. This department is self-funded through program revenues with the exception of payroll that the town supports. She is requesting an additional \$10,000 for Other Payroll to cover the increase in minimum wage which is paid to the seasonal workers. She noted some of her goals is to come up with a couple more programs over the next one or two years that are “money-makers” so the department does not have to request money from the town to be sustainable. Currently, the surplus from bigger programs are not enough to sustain the staff the department employs. In her written narrative, S. Crane explained her reasons for also proposing a modest increase for the Administrative Assistant, Program Coordinator and van driver positions. She answered questions from the board members.

- **Registrars of Voters:**

Registrar Bernice Dixon, Registrar Sandra Pierog, and Assistant Registrar Ross Lally presented the FY2024-2025 Elections budget, which represents significant increases across most of the budget line items over this fiscal year. B. Dixon said the Registrars are tasked with running elections and explained there are a lot of new mandates, especially with early voting this year, which have to factored into the budget. Registrars across the state are experiencing a lot of unknowns associated with the addition of early voting and have many as-of-yet unanswered questions submitted to the Secretary of State.

Discussion followed with the Registrars answering questions from the committee members. The presentation concluded with the Registrars asking for a lot of support and patience.

- **Finance:**

Finance Director Jill Collins presented the FY2024-2025 Finance Department budget. The only proposed increase is in payroll. She noted, depending on how the town handles the Fire Commission's budget with new people (could be up to 40 persons) coming on the payroll, it will cost the Finance Department more money for w-2 forms, envelopes and other associated costs. Those potential costs were not factored into the requested budget for the Finance Department. J. Collins spoke about increased workload in the department and the need for an additional part-time staff person. Discussion followed on possible ways to lessen the time for manual entry of revenue data. Upon a request from R. Morra, J. Collins will provide an appropriate number of hours for a part-time employee to help efficiency in the department for the board to look at.

3. **Adjournment:** R. Morra MOVED to adjourn the meeting at 7:53 p.m. G. Marrison SECONDED. MOTION CARRIED 7:0:0.

Respectfully submitted by Linda H. McDonald

Linda H. McDonald

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