

**BOLTON BOARD OF FINANCE
REGULAR MEETING
NOVEMBER 21, 2013 – 7:15 P.M.
NOTCH ROAD MUNICIPAL CENTER-SENIOR CENTER**

The Board of Finance (BOF) held their Regular Meeting on November 21, 2013 at the Notch Road Municipal Center in the Senior Center. Members present were Chairman Bob Munroe and members Barry Stearns, James Bruner, Judy Wilson and Kelly Regan. Also in attendance were Finance Director Brenda Douglas and Administrative Officer Joyce Stille.

1. CALL TO ORDER

The meeting was called to order by Chairman Bob Munroe at 7:22 P.M.

2. PUBLIC PARTICIPATION

There was no public participation.

3. APPROVAL OF MINUTES

October 17, 2013 Regular Meeting Minutes: A motion was made by Mr. Stearns, seconded by Mr. Bruner to approve the October 17, 2013 meeting minutes as presented. Motion passed unanimously.

4. CORRESPONDENCE

None.

5. ELECTED OFFICIAL AND TOWN STAFF REPORTS

a) Tax Collection Summary: Finance Director Brenda Douglas reported on the current and prior year collections.

b) Town Budget Update: Ms. Stille reported that no new costs have come up. However a budget transfer will be required in the Unemployment Budget due to BOE staff. The Library Budget will also be less than normal due to an unexpected retirement. Ms. Stille provided information on how the town road paving replacement cycle works, revaluation and the sewer project. Ms. Stille also reported that the town may consider a Dental HSA for next fiscal year. Insurance cost estimates would not be available until end of the year.

6. BOARD OF EDUCATION UPDATE-Monthly Update:

Chairman Munroe updated the board on the BOE Budget. They are reporting a \$20,000 surplus from the Special Education Account. Mr. Munroe did report that the BOE received a reimbursable grant for security issues at the Bolton Center School. Additionally, Chairman Munroe reported the BOE has prepared a newsletter to send out to school families in Bolton and Columbia.

7. OLD BUSINESS - Shared Services: If the town is able to work with the BOE, it may potentially be a shared service.

8. NEW BUSINESS

Election of Officers: A motion was made by Mr. Bruner, seconded by Ms. Regan to nominate at Bob Munroe as Chairman. Motion unanimously passed.

A motion was made by Mr. Bruner, seconded by Ms. Regan to nominate Judy Wilson as Vice-Chairman. Motion unanimously passed.

Barry Stearns will serve on the CAPA Committee.

9. ONGOING BUSINESS

Status Report on High School Project: Ms. Stille reported that the only open item on the High School Project is the LEED Certification.

- 10. ADJOURNMENT:** A motion was made by Mr. Bruner, seconded by Ms. Regan to adjourn the meeting at 8:22 P.M. Motion unanimously passed.

Respectfully submitted by,

Heidi Bolduk,
Board Clerk

PLEASE SEE THE MINUTES OF SUBSEQUENT MEETINGS FOR THE APPROVAL OF THESE MINUTES AND ANY CORRECTIONS HERETO.