

**BOLTON BOARD OF FINANCE**  
**REGULAR MEETING**  
**DECEMBER 20, 2012**

**MINUTES**

The Board of Finance held its Regular Meeting on December 20, 2012 at the Notch Road Municipal Center. Members present were Chairman Bob Munroe, Jim Roscoe, John Toomey, Jim Bruner, Judy Wilson, Kelly Regan and Barry Stearns. Also present was Financial Director Brenda Douglas and one Bolton resident.

**1. CALL TO ORDER**

The meeting was called to order by Chairman Bob Munroe at 7:19 P.M.

**2. ELECTION OF OFFICERS**

A motion was made by Jim Bruner, seconded by Kelly Regan to re-appoint Bob Munroe as Chairman and Jim Roscoe as Vice Chairman. Motion passed with one abstention by Bob Munroe.

**3. PUBLIC PARTICIPATION**

None

**4. APPROVAL OF MINUTES**

A motion was made by John Toomey, seconded by Barry Stearns to approve the November 15, 2012 minutes with the following change: Item #9, the name 'John Bruner' be amended to read 'Jim Bruner'. Motion passed with two abstentions by Kelly Regan and Jim Roscoe.

**5. CORRESPONDENCE**

Bob Munroe received two letters, from Bolton Lake residents Leona and William Crosskey and Rochelle Jewell regarding the ongoing algae issues at the lake. Bob Munroe will respond to the residents letting them know that the Board of Finance cannot respond unless directed by the Board of Selectmen.

**6. ELECTED OFFICIAL AND TOWN STAFF REPORTS**

**a) Tax Collection Summary**

Brenda Douglas circulated an updated Tax Collection Summary as of November 30, 2012. To date the town has collected 96.56% (of 100%) of outstanding taxes. She also presented a Budget Summary as of November 30, 2012. Members requested that the report be changed in such a way that it would be easier to compare expenditures from year to year.

**b) Town Budget Update**

Joyce Stille submitted a memo dated December 19, 2012, as she could not be present at the meeting. She reported that the county of Tolland has qualified for FEMA funds from Hurricane Sandy and she is preparing data to submit to them.

With regard to the lake issues, she anticipates unbudgeted costs for this year to be \$70,000 - \$75,000 and will be working with consultants to finalize arrangements.

She also reported that she met with the auditor and negotiated a new contract for the Board's consideration, to be discussed later, on the Agenda.

**c) Board of Education Budget Update**

All members received a copy of the Board of Education's budget update. Bob Munroe delivered a 'Transfer Form' to the Board of Education for reporting to the Board of Finance when funds are transferred from one line item to another. He also met with the superintendent and sent an email to Chairman Karen Bergin regarding this matter. It was the general consensus that if the Board doesn't receive an answer regarding their request for further information, the next step would be to attend a Board of Education meeting to address all board members.

**7. OLD BUSINESS**

**a) Consider and Act on Meeting Procedure Resolution**

A motion was made by Kelly Regan, seconded by Judy Wilson to allow telephonic and/or electronic participation in meetings when a member cannot be present in person. After a lengthy discussion, John Toomey called the question. With three nays by Jim Roscoe, John Toomey and Barry Stearns, and three ayes by Kelly Regan, Judy Wilson and Jim Bruner with one abstention by Bob Munroe, the motion did not carry.

Jim Roscoe and Kelly Regan will work up a draft Resolution to bring before the board for further discussion at the next meeting.

**b) Shared Services**

Nothing new.

**8. NEW BUSINESS**

**a) Consider and Act on 2013 Meeting Schedule**

A motion was made by Barry Stearns, seconded by Jim Bruner to approve of the 2013 Meeting Schedule as presented. With three ayes by John Toomey and Barry Stearns and five nays by Judy Wilson, Kelly Regan, Jim Roscoe, Jim Bruner and Bob Munroe, the motion did not pass.

A motion was made by John Toomey, seconded by Jim Roscoe, to approve of the 2013 Meeting Schedule with the following change: removal of the July and August meetings from the schedule. Motion passed unanimously.

**b) Motion to approve Auditors Contract**

A motion was made by Barry Stearns, seconded by John Toomey to approve of the proposal for a 3 year contract with 2 additional optional years (5 years total); the current rate of \$16,500 would remain in effect for the first 3 years, with the 2 option years at \$18,000 each. Motion passed unanimously.

**c) Board of Finance and Auditors Budgets for F/Y 2014.**

A motion was made by Barry Stearns, seconded by John Toomey to approve of the Board of Finance Budget in the amount of \$1,900 (Other Payroll) and \$1,000 (Office Operation Expenses), for a total of \$2,900 for 2013-2014, and the Auditing Services Budget in the amount of \$20,000. Motion passed unanimously.

**9. ONGOING BUSINESS**

**a) Status report on High School Project**

There is nothing new at this time.

**b) Update on Sewers**

This issue was discussed in Joyce Stille's memo.

**10. Adjournment**

A motion was made by John Toomey, seconded by Jim Bruner to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 9:04 P.M.

Respectfully submitted,

Kathleen Sheridan  
Board Clerk

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