

BOLTON BOARD OF FINANCE
REGULAR MEETING
MARCH 21, 2013

MINUTES

The Board of Finance held its Regular Meeting on March 21, 2013 at the Bolton Town Hall. Members present were Chairman Bob Munroe, Jim Roscoe, John Toomey, Jim Bruner, Judy Wilson, Barry Stearns and Kelly Regan. Also present were Administrative Officer Joyce Stille, Financial Director Brenda Douglas, members of the Board of Selectmen, members of the Board of Education, Kristen Heckt, Superintendent of Schools and other staff members, a member of the press and Bolton residents.

1. CALL TO ORDER

The meeting was called to order by Chairman Bob Munroe at 7:21 P.M.

2. PUBLIC PARTICIPATION

Nothing at this time.

3. APPROVAL OF MINUTES

A motion was made by Jim Bruner, seconded by Kelly Regan to approve the February 21, 2013 minutes as presented. Motion passed unanimously.

4. CORRESPONDENCE

Nothing at this time.

5. ELECTED OFFICIAL AND TOWN STAFF REPORTS

a) Tax Collection Summary

Brenda Douglas circulated an updated Tax Collection Summary as of February 28, 2013. To date the town has collected 97.74% (of 100%) of outstanding taxes. She noted that a large amount of outstanding tax money was received.

b) Town Budget Update

Joyce Stille submitted a Budget Summary dated as of February 28, 2013, noting that there will be some transfer requests forthcoming due to shortages in a few departments.

6. BOARD OF EDUCATION BUDGET UPDATE

a) Monthly Update

Bob Munroe reported that he received Board of Education financials through mid-March, which was circulated to board members for review. Superintendent of Schools Kristen Heckt was present to answer questions from board members. Some issues addressed were transportation of special education students and excess cost reimbursement.

7. OLD BUSINESS

a) Consider and Act on Meeting Procedure Resolution

Two draft versions of a Remote Meeting Access Policy and Procedure document were submitted for consideration by board members. A motion was made by Jim Bruner, seconded by Judy Wilson to adopt Draft Version 1 of the Remote Meeting Access Policy and Procedure. After a lengthy discussion, Bob Munroe called the vote. The motion carried 4-3, with 4 ayes (Munroe, Regan, Wilson and Bruner) and 3 nays (Stearns, Toomey and Roscoe). A copy of Draft Version 1 of the Remote Meeting Access Policy and Procedure is attached to these Minutes.

b) Shared Services

Nothing at this time.

8. NEW BUSINESS

a) Consider and Act on Board of Education Supplemental Appropriation Request

A motion was made by Jim Roscoe, seconded by John Toomey to approve of a Board of Education appropriation request in the amount of \$150,000 for unanticipated special education costs, to be funded from Fund Balance. Motion passed 5-2, with two nays (Munroe and Wilson).

b) Audit

Joyce Stille fielded questions from board members regarding the Audit.

c) Board of Education FY 14 Budget Presentation

Board of Education member John Hambrook gave a PowerPoint presentation regarding Bolton Public Schools and the Proposed Budget for 2013-2014, showing a 5.90% increase over last year's budget.

d) Board of Selectmen FY 14 Town Govt., Capital, Debt Service Budgets Presentation

First Selectman Robert Morra presented a summary of the proposed Town Budget, concentrating on the following significant budget items: Statistical Revaluation; Employees' Fringe Benefits including healthcare increases; Personnel Changes; Emergency Management including Building and Land Use; Professional & Technical Services, and other Contracts including Refuse and Buildings and Grounds budgets.

9. ONGOING BUSINESS

a) Status report on High School Project

Joyce Stille reported that the PBC made a final walk-through, and also noted that a few punch list items are still being worked on.

10. ADJOURNMENT

A motion was made by Barry Stearns, seconded by John Toomey to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 10:20 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.

DRAFT VERSION 1

Remote Meeting Access Policy and Procedure

Board of Finance

Purpose:

Members of the Board of Finance are to expected make every effort to attend all meetings in person. However, in recognition of member's other professional obligations and unforeseen circumstances, the Board of Finance establishes a policy to permit participation by remote access.

Policy:

Members of the Board of Finance (BOF or Board) may participate in any regular or special meetings of the Board by remote access. Remote access includes: by telephone, video conference, computer facilitated access and similar or comparable tools.

No member may participate electronically more than four (4) times in the course of a fiscal year.

No member may participate electronically more than three (3) consecutive meetings.

Members participating by remote access shall not be included for purposes of determining a quorum of a meeting of the Board of Finance.

No more than three, (3), Members may connect remotely for any meeting, provided the remaining four, (4); members are present in person as the necessary quorum.

All Members participating by remote access shall be recorded in the minutes as being, "Present – Remote Access".

Procedure

A Member must indicate at least two, (2), weeks in advance, in writing by email or other written means, to the Chair of the Board of Finance and the Town Administrator, the need for remote attendance on the specified date(s) for the specified period of time. The Town Administrator, or designee, will insure the necessary equipment and / room along with instructions for remote access is available.

When unforeseen circumstances arise for which the member could not have anticipated the need to request remote access and that would otherwise preclude a member from participating in person, the member may request of the Chair of the BOF, permission to participate by remote access on an emergency basis. If granted, the Chair shall inform the Town Administrator or designee of the need for remote access set up for the subject meeting.