

**BOLTON BOARD OF FINANCE  
REGULAR MEETING  
SEPTEMBER 19, 2013**

**MINUTES**

The Board of Finance (BOF) held their Regular Meeting on September 19, 2013 at the Notch Road Municipal Center. Members present were Chairman Bob Munroe, John Toomey Jr., Judy Wilson, James Bruner, Kelly Regan and Barry Stearns. Also present were Financial Director Brenda Douglas, Superintendent of Schools Kristin Heckt, and Board of Education Chair Karen Bergin.

**1. CALL TO ORDER**

The meeting was called to order by Chairman Bob Munroe at 7:19 p.m.

**2. PUBLIC COMMENT**

**3. BOARD OF EDUCATION UPDATE**

a) **FY 13 Year End Budget:** K. Heckt reviewed the changes that occurred since the end of the school year. For the record, she hopes there will be no budget freeze this year so the school system can go forward and purchase the things that are necessary, especially related to the new Common Core State Standards. The school administration has asked for a waiver to implement the Smarter Balanced Assessment which is administered on the computer in place of the Connecticut Mastery Test (CMT). The Board of Education (BOE) has given approval for the administration to apply for a technology grant with a partial funding of 54% in order to purchase computers to administer the test. Teacher evaluation is partly tied to the students' performance on the standardized tests.

K. Heckt said there is a need to purchase more stand-alone labs (2) and chrome books (word processing technology) to keep the students current with the technology and to administer the new testing procedure. Discussion followed on the current use of tablets and other technologies in the high school. R. Munroe said the BOF needs to know the cost of the purchases in order to consider funding. K. Heckt will provide the Chair with the amount of the grant requested and what amount could be allocated to Bolton.

K. Heckt reported that there are 3 full day kindergarten classes. CHOICE money is being used to fund all- day kindergarten and K. Heckt anticipates this will be the case for next year as well. R. Munroe said that the need for the extra class could signal an uptick in student population.

K. Heckt said some staff positions are embedded in grants and should be moved to the operating budget.

**b) Choice Program:** K. Heckt reported that last year there were 28 CHOICE students at \$6,000.00 per student. The number of students has been increased to and filled at 41 students (the 4% mark of the total school population) at \$8,000.00 per student.

**c) Columbia Update:** K. Heckt reported there are 63 Columbia students in the Bolton school system. R. Munroe reported there is a shortage of two or three Columbia students to support the debt schedule. Some reasons given for students not coming to Bolton were that they couldn't get into the classes or get the electives they wanted. She said the large drama department and facilities, large number of electives and athletic facilities at E. O. Smith High School drew some students away from Bolton. She said more efforts are being put together to draw students to Bolton.

**d) HSA (Health Savings Account) Update:** K. Heckt reported that the IA's will be in the program in November and the entire district (including the custodians) will be at 75% funding by July 1, 2014. Discussion followed regarding future potential savings with this program. The BOF appreciates the effort given to this making this change in insurance coverage.

#### **4. APPROVAL OF MINUTES**

**June 20, 2013 Regular Meeting Minutes:** The minutes of June 20, 2013 were amended to add K. Regan as member present. B. Stearns MOVED to APPROVE the regular meeting minutes of June 20, 2013 as amended. J. Toomey Jr. SECONDED. MOTION CARRIED 5:0:1 with J. Bruner abstaining.

#### **5. CORRESPONDENCE**

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

**a) Tax Collection Summary:** Brenda Douglas reported on the tax collection amounts for the past three months. Discussion followed on prior year collections in the month of August 2013.

**b) FY Year End Budget:** B. Douglas discussed the quarterly report ending June 30, 2013, the estimated unassigned fund balance as of June 30, 2013 and the change as to how the expenditures for debt service are shown. Discussion followed. The BOF requested that B. Douglas research the procedure of how money is added back to the fund balance. R. Munroe said a motion would probably be required to add back the money (\$150,000.00) to the unassigned fund balance without jeopardizing the following year's budget.

**c) Town Budget Update:** The BOF reviewed the written report submitted by Town Administrator Joyce Stille dated 9/19/13. Consensus of the BOF is that the Town employees should be pushed toward the HSA program during the next round of union negotiations.

**d) FY 13 Year End Budget Transfers:** The BOF reviewed the budget transfers submitted in the report from J. Stille.

**7) OLD BUSINESS –SHARED SERVICES:** Discussion on this item was tabled to a future meeting.

**8. NEW BUSINESS**

**a) STEAP Grant:** The Town was awarded a \$250,000.00 grant for Lower Bolton Lake. To date there is no signed document or scope for the project.

**b) Financial Software System:** Two potential vendors for a new financial software system for the town and school system will be interviewed on October 2, 2013.

**c) Three Board Meeting:** There is a three Board Meeting scheduled for 7:00 p.m., Tuesday, October 15, 2013.

**9. ONGOING BUSINESS – STATUS REPORT ON HIGH SCHOOL PROJECT:** All building construction work has been completed. Discussion followed on the LEED Certification process.

**10. ADJOURNMENT:** B. Stearns MOVED to ADJOURN the meeting at 8:57 p.m. J. Toomey Jr. SECONDED. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted by,

Linda H. McDonald, Recording Secretary

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