

**FINANCE COMMITTEE  
MEETING MINUTES**

**DATE: January 22, 2018**

**ATTENDANCE:** Chairman Ed Hoak, Secretary Michele Hamilton, Nancy Gajoli,  
Joe Freitas, Barbara Miller and Melinda Paine-Dupont

**Accountant:** Kathy Avilla  
Jim Gouldstone

The meeting was called to order at 6:34pm.

Motion was made and seconded to approve the minutes of December 11, 2017 and January 8, 2018. Unanimously voted.

This meeting was our "kickoff" for the FY 2019 budget season was the committee focus on the process, various roles and responsibilities. We began with an overview of what took place in years past and what the committee has accomplished thus far to help make the process go more efficiently.

In fiscal year 2018, all non-elected departments, under the direction of our town manager, put together their budgets and presented to the finance committee. This process was received by the committee as a positive and the finance committee requested that we look into moving all departments to go through a similar process.

For fiscal year 2019, all elected departments and Board of Selectman will be directed to turn in their entire budget request to our accountant Kathy Avilla. Ms. Avilla will take on the responsibility of putting the budgets together and providing the information to the finance committee for review.

Letters to the all department heads and boards will still be originated by the finance committee. The letter will specify that all budget inputs are to be provided directly to town accountant and any other special instructions and points will be included. All departments will be required to turn their budgets in by a specific date and if not turned in by the date specified, the department will be level funded.

Using fiscal year 2018 calendar as a model, the finance committee worked through the fiscal year 2019 calendar, putting together dates for various departments to come in and present their budgets, ask questions and or answer questions we may have. This process gives both departments and the finance committee a basic time line to work with.

Motion was made and seconded to accept the fiscal year 2019 calendar as a working calendar. Unanimously voted.

Utilizing previous year's letters to the departments as a draft, the finance department turned their attention in drafting letter for fiscal year 2019. The format will remain the same; however changes made to the letter include having the department's budget inputs turn into the town accountant and by a specific date or the department will be level funded.

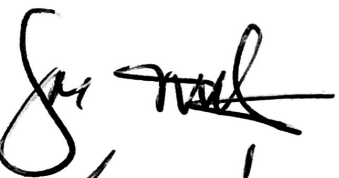
A motion was made and seconded to accept the fiscal year 2019 letter to the departments as written. Unanimously voted.

The finance committee went into a discussion of what provides funds available for the budget. Referring to the front sheet, we walked through the line items and inputted funds from taxation, local aid and receipts, other funds/stabilization. We were able to only input the information that we had available. The cherry sheet figures from the governor were not available at this time.

The operating budget by departments will be formulated similar to that of the past and will provide historical data for comparison. This will give the finance committee a solid foundation to work with in preparation for town floor vote.

With the calendar in place, letters to be sent out to the department heads for budget input with a dead line of March 15th, front sheet in the beginning stages, the fiscal year 2019 is beginning to come into view. The finance committee is looking at a possible 2 ½% increases in local funding from the previous year and 2 million dollar increase just for the schools makes the fiscal year 2019 a challenge.

A motion was made at 8:53pm to adjourn the meeting; motion was seconded, unanimously voted.





Nancy B. Hajoli

