

Prioritize		2017 - 2018 BOF Objectives and Initiatives - June 21, 2017	NEXT STEP	NEXT DATE	
(A, B, C)	(1, 2, 3)				
A	1	<ul style="list-style-type: none"> How the Town and BOE are using GRANTS 	Andreas to present results of the information received from the FOI requests.		
A	1	<ul style="list-style-type: none"> PROGRAM FUND - 5 year plan, budget vs fund expenses 	Tom and Roberta met with Art, Maggie and Cheryl in March.		
A	1	<ul style="list-style-type: none"> HEALTH INSURANCE FUNDING – establish a new policy for calculating annual funding and reserve requirements. <ul style="list-style-type: none"> Revise formula to minimize year to year volatility Create policy - no official funding policy has been adopted in writing 	Need to continue to create hypothetical scenarios using ideas presented at the May 2016 meeting with Lockton		
		<ul style="list-style-type: none"> FIRE/AMBULANCE Department Strategic Plan Implementation <ul style="list-style-type: none"> Plans for Retention? <ul style="list-style-type: none"> Plans to Increase Call Response Time? <ul style="list-style-type: none"> Plans to Increase Call Response Participation ? - Ambulance Incentive Plan was to increase this <ul style="list-style-type: none"> Training Issues Hybrid Department vs Full time ? 			
		<ul style="list-style-type: none"> POLICE Department - cost of state trooper program vs other alternatives 			
A		<ul style="list-style-type: none"> OPENGOV - implementation 	opengov.com in the 2017/2018 Budget, on hold until State Budget numbers known.		
A		<ul style="list-style-type: none"> BY LAWS REVIEW 	last updated October, 2016	2017	Dec
		<p>Create a policy for funding from operating budget to maintain Unassigned/Undesignated fund balance %? At this point we create by</p> <ul style="list-style-type: none"> luck and in the past there was some loose budgeting on some items. Current interest rates are of no help in having fund balance keep pace with budget increases. 			
		<ul style="list-style-type: none"> Continued study of reorganization of Town Hall 			
		<ul style="list-style-type: none"> ENERGY PROJECT - Using what we save above lease payments - absorb into operating budgets or capital projects? <ul style="list-style-type: none"> Create policy as to what lease payments will be used for when they expire in XX/XX/20XX. 		Nov	2017
		<ul style="list-style-type: none"> BUILDING REPAIR/MAINTENANCE/REPLACEMENT <ul style="list-style-type: none"> Update Funding Plan for the Schools and Town Buildings Plans Determine annual funding amounts over the <u>next 5 years</u> 	11/18/2015 - Jim P and Ken Jackson presented updated plan	2017	Fall
		<ul style="list-style-type: none"> Update Current Equipment Reserve Plan <ul style="list-style-type: none"> Heavy Apparatus - it was proposed we factor in as lease purchases (fire engines, ambulances, etc) 	Added to the Reserve Plan		
		<ul style="list-style-type: none"> AMBULANCE <ul style="list-style-type: none"> Review net costs of Services Review annual report for the Ambulance Incentive Program 	Maggie presented updated plan on 1/20/2017	2017	Fall
		<ul style="list-style-type: none"> AMBULANCE <ul style="list-style-type: none"> Review net costs of Services Review annual report for the Ambulance Incentive Program 	Include in Fire Department Budget Presentation (was not included)	2017	Feb

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		<ul style="list-style-type: none"> o Communication during off budget season. - continue work done on communicating, Informing and Educating the Voter during the upcoming year. <ul style="list-style-type: none"> ▪ How do we want to communicate? <ul style="list-style-type: none"> o Informational Meetings? o Web Site o Facebook o TriBoard Discussions o o What do we want to communicate <ul style="list-style-type: none"> ▪ Declining Enrollment, per pupil spending, test results - Graphs forward to BOE <ul style="list-style-type: none"> o ▪ Fund Balance Policy and History <ul style="list-style-type: none"> o (We had a piece previously approved by Board - changes recommended by Maggie were approved) ▪ Budget and Tax Rate History <ul style="list-style-type: none"> o ▪ Revaluation <ul style="list-style-type: none"> o ▪ Unexpended BOE Fund Balances <ul style="list-style-type: none"> o Graph forwarded to BOE ▪ Department Fundraising <ul style="list-style-type: none"> o ▪ People Costs <ul style="list-style-type: none"> o Have official document explain benefits package in contracts o STEPS: what are they? o STEPS: a document stating # staff get contractual increases by increase range 1-2%, 3-5%, 6% and higher o ▪ List of grants that we have received ▪ 	<p>Tom to work on communication pieces for revaluation, mil rates, grandlist, etc.</p> <p>Links on Art's Weekly Update to new budget communications.</p>	Fall
		<ul style="list-style-type: none"> • Budget Facebook Page <ul style="list-style-type: none"> o How do we want to use? <ul style="list-style-type: none"> ▪ Post information and/or Direct People to Web Site where information will be posted? ▪ Allow people to ask questions? <ul style="list-style-type: none"> o Can questions be posted anonymously? o Can questions be submitted through page, without posting, and then post questions and answers? ▪ 		

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A	2	<ul style="list-style-type: none"> • Budget Season Communications <ul style="list-style-type: none"> o Graphs and a Budget in Brief <ul style="list-style-type: none"> § Review BOF graphs and new ones created on 6/24 by Town staff § Choose relevant graphs: how to best create relevant and objective graphs to be included in a "Budget in Brief" § Create Budgets in Brief that are similar for BOE and Town § Having Budget document showing headcount trends for Town and BoE. 	<p>On the web site: full budget, abbreviate budget with just the department total pages and Stan's presentation from 3/31 and tax impact chart.</p> <p>Stated at 4/1 Meeting, would like to see this chart in the budget in brief</p>			
		<ul style="list-style-type: none"> • SURVEY 				
		<ul style="list-style-type: none"> • Budget Direction <ul style="list-style-type: none"> ▪ Town budget - 2016 - 2017 process - repeat for 2017-2018? <ul style="list-style-type: none"> • Approach to budget - present the cost of those items that are ongoing items to determine the cost of maintaining current services. • Have departments prioritize new initiatives and assign cost/benefit to each separate from the above. <ul style="list-style-type: none"> § Department Review to Begin Review with BOF in October • Connecting the continuing current services with a dollar amount and % increase. There was a lot of confusion what "maintaining" services actually meant. <ul style="list-style-type: none"> § New initiatives" calculated separately to see impact on the mil rate. This would also produce the impact on the mill rate if current services were continued (maintained) § Also if spending were the same as last year, what would mil rate be? 		<p>Agreed for 17/18</p> <p>Fall 2017</p>		
		<ul style="list-style-type: none"> • SNOW REMOVAL budget plan: Jim P presented at 10/21 meeting - 		New Policy Created February, 2016		
		<ul style="list-style-type: none"> • MISSION STATEMENT - expectations of public, web page 		DONE		
		<ul style="list-style-type: none"> • BOE: <ul style="list-style-type: none"> ▪ 3 - 5 year plan to adjust to declining enrollment. reviewed at 8/19/2015 meeting - did not address 	reviewed w/ Ron and Jeff at BOF meeting			
		<ul style="list-style-type: none"> ▪ Should the capital needs of the schools be removed from the BOE budget - discussed with BOE <ul style="list-style-type: none"> § The actual building projects are a Town expense, the ongoing maintenance is not. § The BOE when faced with a decision of capital vs operation has always deferred the capital and maintenance § BOE cannot do capital planning (funding) beyond the current year. § Having capital maintenance within the BOE budget removes BOF ability to plan and make these decisions § The Town has transfers and capital outside the operational budget, BOE does not. 	BOE stated they will handle in their budget.			
		<ul style="list-style-type: none"> ▪ BOE - do we want to communicate expectations of what we would like to see the budget accomplish? 	done on November 18			
		<ul style="list-style-type: none"> • Police and 24/7 - Other alternatives - Resident Trooper Program - Rob and Stan met with the Police Commission (July 2015) and communicated that in these times of tight budgets, that the Town could not take on this type of expense without definitive data that would justify the cost. 	Police determined they could accomplish 24/5 within the current budget.			

