

Town of Seymour
Board of Finance
Minutes of Special Meeting
Thursday, September 16, 2010
Flaherty Room, Seymour Town Hall

Members present: Mark Thompson, Bill Sawicki, Kristen Harmeling, John Stelma, Jay Hatfield, Michelle Walsh and Peter Jezierny.

Item #1 – Call Meeting to Order

The Chairman, Mark Thompson, called the meeting to order at 7:07 pm

Item #2 – Pledge of Allegiance

Everyone saluted the Flag and recited the Pledge of Allegiance

Item #3 – Seating of Alternates

A motion was made to seat Jay Hatfield for Bill Pecht and John Stelma for Len Greene.

Motion: Kristin Harmeling Second: Bill Sawicki

Vote: 5-Yes 0-No 0-Abstain

Item #4 – Public Comment

No comments from the public

Item #5 – Remarks from the Chair

Mr. Thompson again applauded the Board for its work on the 2010-11 budget and he complimented the members for their professionalism. Mr. Thompson reminded everyone the special meeting had been called to review the list of suggestions that was created during the July 2010 meeting of the board for improving the budget process in 2011-12. Everyone was handed a document titled "Budget Development."

Item #6 – Discuss the Budget Development Process

- Agreed to get an earlier start on the budget preparation process by asking the departments, boards and commissions to submit preliminary budget information to the Finance Department by January 3, 2011. It was suggested departments prioritize their request for funding. The Finance Department will be asked to standardize the manner in which the departments submit their proposed budgets.
- If possible, department representatives should attend all special meetings of the BOF in the event the board needs to make adjustments to a department's budget due to a failed referendum.
- The BOF shall attempt to coordinate efforts with the BOS and establish, in advance, a calendar for the 2011 public hearing, annual town meeting, initial budget referendum, and should it be necessary, additional special meetings of the BOF and budget referendums. Mr. Thompson was asked to present to BOS the BOF's suggestions for the 2011-12 budget adoption calendar.
- Should questions arise concerning a particular department's budget and a representative from the department is not present, the Chair shall ask the Finance Department staff to research and obtain the information for the BOF.

- During its January 2011 meeting, the BOF shall focus on the revenue side of the budget.
- Recognizing it is the responsibility of the BOS, the BOF shall present the Selectmen with its suggestions for achieving greater efficiency in all aspects of town government.
- The BOF shall send a letter to the BOS delineating its expectations from the Finance Department concerning the 2011-12 budget process.
- Anticipating adoption of a budget for the 2011-12 fiscal year may not be easy, there was continued support for a leadership summit including members of the BOF, BOS, and the BOE.

Item #7 – Adjournment

Motion to adjourn at 9:25 pm

Motion: Bill Sawicki Second: Peter Jezierny

Vote: 7-Yes 0-No 0-Abstain