Prioritize (A, B, C)	(1, 2, 3)	2017 - 2018 BOF Objectives and Initiatives - August 16, 2017	NEXT STEP	NEXT DATE	

A	1	• **HEALTH INSURANCE FUNDING –** establish a new policy for calculating annual funding and reserve requirements.
		  ○ Revise formula to minimize year to year volatility
		  ○ Create policy - no official funding policy has been adopted in writing
			Meeting with Lockton held on August 10, will review at September 6 meeting.	6-Sep	2017

X	X	• **BOF:** Powers, Responsibilities. Expectations, Limitations			

		○ Communication during off budget season. - continue work done on communicating, Informing and Educating the Voter during
		
		  ▪ How do we want to communicate?
		
		    ○ Informational Meetings?
		    ○ Web Site
		    ○ Facebook
		    ○ TriBoard Discussions
		    ○
		  ○ What do we want to communicate
		    ▪ Declining Enrollment, per pupil spending, test results - Graphs forward to BOE
		      ○
		    ▪ Fund Balance Policy and History
		      ○ (We had a piece previously approved by Board - changes recommended by Maggie were approved)
		    ▪ Budget and Tax Rate History
		      ○
		    ▪ Revaluation
		      ○
		    ▪ Unexpended BOE Fund Balances
		      ○ Graph forwarded to BOE
		    ▪ Department Fundraising
		      ○
		    ▪ People Costs
		      ○ Have official document explain benefits package in contracts
		      ○ STEPS: what are they?
		      ○ STEPS: a document stating # staff get contractual increases by increase range 1-2%, 3-5%, 6% and higher
			Tom created communication pieces for
			
			Links on Art's Weekly Update to new budget communications.
				Sept	2017

		• Budget Facebook Page
		  ○ How do we want to use?
		    ▪ Post information and/or Direct People to Web Site where information will be posted?
		    ▪ Allow people to ask questions?
		      ○ Can questions be posted anonymously?
		      ○ Can questions be submitted through page, without posting, and then post questions and answers?
		    ▪
				Sept	2017

Prioritize (A, B, C)	(1, 2, 3)	2017 - 2018 BOF Objectives and Initiatives - August 16, 2017	NEXT STEP	NEXT DATE	
A	2	• Budget Season Communications		Sept	2017
		o Graphs and a Budget in Brief	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.		
		§ 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.	Stated at 4/1 Meeting, would like to see this		
		· SURVEY			
		· Budget Direction	Agreed for 17/18		
		▪ Town budget - 2016 - 2017 process - repeat for 2017-2018?			
		· Approach to budget - present the cost of those items that are ongoing items to determine the cost of maintaining current			
		· Have departments prioritze new initiatives and and assign cost/beneift to each separate from the above.			
		§ 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			
		§ New initiatives" calculated separately to see impact on the mil rate. This would also produce the impact on the mill rate if			
		§ Also if spending were the same as last year, what would mil rate be?			
A	1	• **GRANTS** - How the Town and BOE are using.	Andreas presented info received from the FOI requests on 6/21/2017. He suggsted the Town and BOE should prepare an annual list of grants that were receivd in prior FY. Art was in agreement and Rob spoke with Ron about the same. Rob sent e-mail to Ron and Art on 7/28 for 2016-2017 list. Discussion at 8/2 meeting with Maggie as to how to create - she thinks that a report she provides the State in September might work.	October	2017
A	1	• **OPENGOV** - implementation	opengov.com in the 2017/2018 Budget, on hold until State Budget numbers known.	October	2017
		• ENERGY PROJECT - Using what we save above lease payments - absorb into operating budgets or capital projects?	Will ask Jim to present annual audit in October or November	Nov	2017
		▪ Create policy as to what lease payments will be used for when they expire in XX/XX/20XX.			
		· BUILDING REPAIR/MAINTENANCE/REPLACEMENT	11/18/2015 - Jim P and Ken Jackson presented updated plan	2017	Fall
		▪ Update Funding Plan for the Schools and Town Buildings Plans			
		▪ Determine annual funding amounts over the **next 5 years**	Added to the Reserve Plan		
		· Update Current Equipment Reserve Plan	Maggie presented updated plan on 1/20/2017	2017	Fall
		▪ Heavy Apparatus - it was proposed we factor in as lease purchases (fire engines, ambulances, etc)			
A		· BY LAWS REVIEW	last updated October, 2016	Dec	2017

Prioritize		2017 - 2018 BOF Objectives and Initiatives - September 6, 2017	NEXT STEP	NEXT DATE	
(A, B, C)	(1, 2, 3)				
A	1	• **POLICE** Department - cost of state trooper program vs other alternatives • 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.	Waiting for a State Budget before other towns continue talks.	Dec	2017
		• Create a policy for funding from operating budget to maintain Unassigned/Undesignated fund balance %? At this point we create by			
		• Continued study of reorganization of Town Hall			

		• BOE:
		  ▪ Should the capital needs of the schools be removed from the BOE budget - discussed with BOE
		   § 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.		

		▪ 3 - 5 year plan to adjust to declining enrollment.reviewed at 8/19/2015 meeting			
		▪ BOE - do we want to communicate expectations of what we would like to see the budget accomplish?	done on November 18, 2015		

		• **FIRE/AMBULANC**E Department Strategic Plan Implementation
		  ○ Plans for Retention?
		   ▪
		  ○ Plans to Increase Call Response Toe?
		   ▪
		  ○ Plans to Increase Call Response Participation ? - Ambulance Incentive Plan was to increase this
		   ▪
		  ○ Training Issues
		  ○ Hybrid Department vs Full time ?
		 • AMBULANCE
		  ○ Review net costs of Services
		  ○ Review annual report for the Ambulance Incentive Program
			Chief Cox discussed, Ambulance Incentive Program results, challenges in recruitment, training, and retention. Status of research on Paramedic Services	2-Aug	2017

		· Create a policy for approving use of reserve accounts	DONE		
		· Health Insurance Funding – establish a new policy for calculating annual funding and reserve requirements.	DONE (2014)		
		· Finalize an agreement with BOS/First Selectman for approving expenditures that require line item transfers before the money is	DONE		
		· Have Budget document for Town and BoE showing labor salaries and benefits as % of Budget	DONE		
		· How do we create parity for nonunion position pay increases with union	DONE		
		· Policy for elected officials pay	DONE		

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		• BOF Web Page: what do we want to add?			
		○ centralized location to retrieve BOF policies and Town policies relating to BOF			
		▪ Fund Balance Policy **DONE**	**COMPLETED AUGUST 4, 2016**		
		▪ Budget Transfer Procedures - Use of Capital Reserve Fund **DONE**			
		▪ BOE Unexpended Funds Policy **DONE**			
		▪ Compensation Policy for Nonunion Employees and Elected Officials **DONE**			
		• Review Board of Finance and Board of Finance Members Purpose, Responsibilities, Limits of Authority, Meetings, FOI	Done, June 7, 2017	2017	June
		· SNOW REMOVAL budget plan: Jim P presented at 10/21 meeting -	New Policy Created February, 2016		
A	1	• **PROGRAM FUND** - 5 year plan, budget vs fund expenses	Cheryl to present FY report for last 24 months	16-Aug	2017
		· Additional Items			
		▪			
		▪			
		▪			
		▪			