(A, B, C)	itize (1, 2, 3)	2017 - 2018 BOF Objectives and Initiatives - October 18, 2017	NEXT STEP	NEXT	DATE
А	1	• GRANTS - How the Town and BOE are using.	Andreas presented info received from the FOI requests on 6/21/2017. He suggusted 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
		• Communication during off budget season continue work done on communicating, Informing and Educating the Voter during	Tom created communication pieces for	Dee	2017
		the upcoming year.	revaluation, mil rates, grandlist, etc.	Dec	2017
		Survey Questions	Reviewed Shrewsbury MA survey and felt a		
		 Start from scratch with different type of questions 	good base to work from. TriBoard Subcommittee to be formed after the election.	14-Nov	2017
		o When and who to work on?	Include new members to get fresh outside		
			perspective.		
		 Community Engagement - have different groups attend focus group types of meeting in January and Febraury Business Leaders (CBA, Service Clubs)? - Seniors? - PTO, C3 - Land use (Agriculture, Open Spaces, Land Trust) Legislators - invite each to attend different meetings - promote to get more taxpayers to attend 	Rob to contact		
		How do we want to communicate?			
		Informational Meetings?	Links on Art's Weekly Update to new budget		
		Web Site TriBoard Discussions	communications.		
		 What do we want to communicate 			
		 Declining Enrollment, per pupil spending, test results - Graphs forward to BOE 			
		0			
		 Fund Balance Policy and History (We had a piece previously approved by Board - changes recommended by Maggie were approved) 			
		 We had a piece previously approved by board - changes recommended by maggie were approved) Budget and Tax Rate History 			
		0			
		Revaluation			
		0			
		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			
		 Graphs and a Budget in Brief Review BOF graphs and new ones created on 6/24 by Town staff 	On the web site: full budget, abbreviate		
		 Review bor graphs and new ones created on 6/24 by 1 own stain 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		
		· 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. 	Library	15-Nov	2017
		Connecting the continuing current services with a dollar amount and % increase. There was a lot of confusion what	Youth Services	6-Dec	2017
		 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) 	100110011003	0 0 00	2011
		CULTERI SERVICES WERE CONTINUED (MAINTAIDEO)		6-Dec	2018
		 Also if spending were the same as last year, what would mil rate be? 	Fire Department	0-Dec	
		Also if spending were the same as last year, what would mil rate be? • 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	6-Dec	2017
		Also if spending were the same as last year, what would mil rate be? ENERGY PROJECT - Using what we save above lease payments - absorb into operating budgets or capital projects? Create policy as to what lease payments will be used for when they expire in XX/XX/20XX.			2017
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Prioritize (A, B, C) (1, 2, 3)	- 2017 - 2018 BOF Objectives and Initiatives - October 18, 2017	NEXT STEP	NEXT	DATE
A 1	OPENGOV - implementation	opengov.com in the 2017/2018 Budget, on hold until State Budget numbers known.	Nov	2017
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.		2018
	• 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 you want to communicate expectations of what we would like to see the hudget exceeding 	done on November 18, 2015		
	BOE - do we want to communicate expectations of what we would like to see the budget accomplish? Budget Facebook Page		Sept	2017
	BOF Web Page: what do we want to add? centralized location to retrieve BOF policies and Town policies relating to BOF Fund Balance Policy Budget Transfer Procedures - Use of Capital Reserve Fund BOE Unexpended Funds Policy Compensation Policy for Nonunion Employees and Elected Officials DONE	COMPLETED AUGUST 4, 2016		
	 FIRE/AMBULANCE 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 net costs of Services Review net costs of Services 	Chief Cox discussed, Ambulance Incentive Program results, challenges in recruitment, training, and retention. Status of research on Paramedic Services	2-Aug	2017
	Review annual report for the Ambulance Incentive Program	New Delieu Created February 2016		
A 1	SNOW REMOVAL budget plan: Jim P presented at 10/21 meeting - PROGRAM FUND - 5 year plan, budget vs fund expenses	New Policy Created February, 2016 Cheryl to present FY report for last 24 months	16-Aug	2017
	Create a policy for approving use of reserve accounts	DONE	107.09	2011
	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		
	Review Board of Finance and Board of Finance Members Purpose, Responsibilities, Limits of Authority, Meetings, FOI	Done, June 7, 2017		
	 Additional Items . .			