

**TOWN OF SOUTH BETHANY**  
**BUDGET AND FINANCE COMMITTEE MEETING MINUTES**  
January 25, 2018

**Attendance**

Don Boteler (Chairperson), Christine Keefe (Committee Member), Joe Mormando (Committee Member), Maureen Hartman (Town Manager), and Renee McDorman (Finance Director)

**Review of December Draft Meeting Minutes**

The Committee began with a review of draft minutes of its December 8, 2017, meeting and unanimously approved the minutes.

**Review and Discussion of December Financial Reports**

The Committee reviewed December financial reports, noting that property, rental and transfer tax revenues are all at or higher than budgeted amounts. The Committee also noted that legal expenses are \$10,000 over the *amended* budget amount of \$65,000 and an additional \$22,000 was billed in December for January payment. To help limit the excessive and continuing legal expense, the Committee inquired as to whether the project to update and rewrite the police department's SOP manual can be conducted in-house by the Town Manager and the Police Chief working together without close coordination with outside legal experts. Town Manager Hartman assured the Committee that she and the Chief can complete the project in-house with the possible need for legal assistance only when a specific legal issue or question arises which cannot be resolved without such outside help.

**Review and discussion Reserve account balances, classifications and discussion of presentation format for FY19 Budget**

The Committee conducted a preliminary review of the FY19 budget and reached a tentative consensus on projected amounts for the town's major revenue streams. As significant parts of the spending side of the budget are still in a very preliminary state and/or are still in the process of being compiled, the Committee deferred further review until the Committee's next meeting. The Committee also deferred discussion until its next meeting on agenda items related to reserve accounts and capital budgeting.

**Review on Cash Flow Reports and Investments**

Committee member Chris Keefe and Ms. McDorman briefed the Committee on a proposal to utilize a CD investment program sponsored by Fidelity Investments that allocates the town's cash reserves to bank CDs. The program provides a laddered structure of CDs that provides professional money management, safety of principal, attractive returns and liquidity, and relieves the staff of a labor-intensive process. Following discussion, the Committee expressed its support to the staff begin using of the program.

**Discussion on funding options for Police Building re-purposing project**

The Committee then discussed funding options for the police building re-purposing project. The Committee generally agreed that the Panco Donation is an appropriate source to fund the project. The Committee also expressed its desire to learn more about the discrete parts of the project to understand better which parts relate to meeting the objectives of reducing liability and/or increasing safety, which (if any) parts relate to other objectives, and whether there is a prioritization of the project's parts.

**Public Comment Period**

None.

**Adjournment**

The committee agreed to a next meeting date of Tuesday, February 13, 2018 at 3:00 pm in Town Hall. The meeting adjourned at 4:45 pm.