

**TOWN OF SOUTH BETHANY
BUDGET AND FINANCE COMMITTEE MEETING MINUTES
October 26, 2017**

Attendance

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

Six-month Review on FY 2018 Budget

In accordance with the Budgetary Guidelines Section 7, 7.2, the committee reviewed the Town's performance versus its budget for the period May 1, 2017 through October 26, 2017. Several questions regarding individual line items were raised and satisfactorily answered by Ms. Hartman and Ms. McDorman.

Review and Discussion and possible vote on any FY18 Required Budget Amendments

After completing the six-month budget review, the committee discussed and developed several budget amendments to propose to the Town Council at its November 17, 2017 meeting. The amendments relate to (1) correcting a misclassification of a portion of operating expenditures included in Municipal Street Aid, (2) restoring to reserves the amount designated for expansion of the police building, (3) establishing budget authority for an amount needed to cover the expense of a consulting engagement regarding the town's HR related policies, including associated legal expenses, and (4) establishing budget authority for an amount needed to cover the legal costs of responding to threatened litigation from employees of the town's police department

Review and Approval of possible changes to Town Investments

The committee reviewed the outlines of a proposal from Fulton Bank to manage the town's cash in a sweep arrangement that is expected to match or increase current returns on the town's CDs and demand accounts while maintaining deposit insurance and simplifying and strengthening the town's cash management. The committee members requested additional information about the arrangement, which Ms. Hartman and Ms. McDorman undertook to obtain prior to the committee's next meeting.

Review and Discussion on outsourcing Payroll to a Payroll Service

The committee reviewed plans to outsource payroll processing to a national third-party payroll processing firm and agreed that the plan should be implemented on January 1, 2018. The new payroll processing arrangement promises to free up substantial administrative staff time for higher value activities. Current administrative budget authority is sufficient to meet the cost of the service for the balance of the fiscal year.

Public Comment Period

None.

Adjournment

The meeting adjourned at 4:45 pm.