

Board of Finance Ad Hoc Planning Subcommittee Minutes

Special Meeting
Wednesday, October 18, 2023
Town Hall Room B
7:00 pm

1. Call to order: Michele Woz called meeting to order at 6:30 pm

- a. **Members Present:** David Fortin
Sonia Greene
Charlene Perkins Cutler
Kate McDonald
Michele Woz

Members Absent: Hans Frankhouser

- b. **Others Present:** Ray & Pam Morgan, Michael Dougherty and Recording Secretary Amy Monahan

2. Approve minutes of September 7, 2023 Meeting

- a. Sonia Greene made a ***Motion** to approve the September 7, 2023 Ad Hoc Planning Subcommittee meeting minutes as presented. ***Seconded** by Kate McDonald. ***The motion passed unanimously.**

3. Old Business

- a. Review of Draft Subcommittee Report
- i. Michele Woz has distributed the updated draft (without statutes data and reference materials) to committee members for review.
 - ii. The draft was reviewed in detail by the subcommittee members.
 1. Tax numbers in the document were verified and updated to the most recent data by the Town Assessors Office.
 2. The reference table formatting was cleaned up for appearances. The group suggested that the final draft be set up in shades of gray (not color) so that black and white printing will be well represented.
 3. The committee wanted it clear that the suggested budget format changes to show expected revenues by department does not remove the expected revenue report as currently present in the budget.
 4. Kate McDonald offered to create a graphic summary of the report to further engage the public. Michael Dougherty suggested including big numbers (total budget, amount paid by taxpayer, amount paid by State and Federal Funds, etc.) in the public graphic summary.
 - a. Kate noted that a neighboring town creates a town budget vs home budget comparison to help residents better understand the Town Budget.

4. New Business

- a. Compile List of Recommendations
- i. The commission recommends that the Board of Finance address departments with suggestions on how to best present their budgets for use in the budget process.
- b. Set Next Meeting Date/Next Steps
- i. The Board of Finance needs to approve and accept the work of the subcommittee before it is released to the public (including the additional graphic summary document).

Board of Finance Ad Hoc Planning Subcommittee Minutes

5. Public Comment

- a. Pam Morgan asked how the town presents information about the budget before the budget vote. The group discussed the crisis of civic disengagement and the lack of attendance at the town meetings and public forums that deliver budget information.
- b. Michael Dougherty noted that the committee did a great job with this task.
- c. Dave Fortin stated that he thoroughly enjoyed working with this group where there was no partisan influence and a great work ethic that demonstrated the commitment to the community.

6. Correspondence & Announcements

- a. None

7. Adjournment

- a. Sonia Greene made a ***Motion to Adjourn. *Seconded** by Kate McDonald. ***The Motion Passed Unanimously.** Meeting Adjourned at 7:19 pm.

Respectfully submitted by Amy Monahan, Recording Secretary. DISCLAIMER: These minutes have not yet been approved by the Board of Finance. Please refer to next month's meeting for approval/amendments.