

**TOWN OF SOUTH BETHANY
BUDGET AND FINANCE COMMITTEE MEETING MINUTES
NOVEMBER 14, 2014**

MEETING CALLED TO ORDER

Tim Saxton, Chairperson, called the November 14, 2014, meeting to order at 2:00 p.m.

ATTENDANCE

Tim Saxton (Chairperson), Renee McDorman (Finance Director), Jay Headman (Committee Member), Keith Krenz (Committee Member), Tony Caputo (Committee Member) and Steve Farrow (Committee Member) were present. Melvin Cusick (Town Manager) was excused.

PUBLIC COMMENTS

None

REVIEW OF PREVIOUS MEETING MINUTES

Review of Meeting Minutes for October 15, 2014 meeting was delayed until the December meeting to provide time for committee member review.

REVIEW OF ACTUAL VERSUS BUDGET FOR FY 2015

The committee reviewed the budget versus actual revenues and expenditures for October of 2014. The committee found revenues to be meeting or exceeding budget in general. The committee anticipates that at the current rate of revenue collection budget will be met overall. There were no significant variances from budget in expenditures. However, it was noted that a Budget Amendment will be needed in the near future as per our Budget Amendment Guidelines. An Amendment is anticipated to go to the February 2015 Workshop.

DISCUSSION ON LONG RANGE PLANNING

The committee reviewed the need to conduct long range planning for both revenue and expenditures. We agreed a 3 year outlook would be a start for this projection. Kent Stephan joined the committee to present some ideas on how to determine revenue projections. After discussion Tony Caputo agreed to contact several state agencies to see if they could provide assistance/ideas on how to determine revenue projections. The committee agreed that Committees and Town Departments should provide 3 year expense projections in the FY 2016 budget process (including capital equipment replacement projections).

FY 2016 BUDGET PROCESS

The committee reviewed the FY 2106 budget process and approved the documents to be sent out to Town committees and departments. The committee also agreed that it would review the first draft of the budget with Mel, Renee and Troy before submitting to the Town Council at the February Budget Workshop.

DISCUSSION ON POLICIES

The committee reviewed the third draft of a proposed Investment Policy that has been prepared by Steve Farrow and formatted by Pam. The committee provided minor comments which will be included in the final draft. The committee approved the third draft with the minor comments to be included. The policy will be prepared for submission to the Town Council at the January 2015 Workshop.

Jay and Keith led the discussion on Reserve Policy. The committee agreed to create 3 policies for Operating Reserves, Capital Reserves and MSA. Jay and Keith to work on establishing the monies to be allocated to each of the reserves based on last projection (FY 2014) and funding needs for FY 2015. The committee hopes to review the funding allocation at the next meeting.

Jay and Keith stated they would move forward with the finalization of a draft reserve policy that could be reviewed by the committee.

DISCUSSION AUDITING SERVICES

The audit services contracted with Sumbar expires this year and it was agreed to put these services out for bid. Renee requested for any comments on the Bid Specifications so that it may be sent out to bidders as we perform the FY 2016 budget process.

PUBLIC COMMENTS

None

ADJOURNMENT

A motion was made by Tony, seconded by Jay, to adjourn the November 14, 2014 Budget and Finance Committee Meeting at 5:00 p.m. The motion was unanimously carried.