

ADVISORY COMMITTEE MEETING

Tuesday, October 16, 2018

7:00 PM

Harold E. Brown Training Room – Public Safety Building

Members present: Connie Benjamin, Brian Boyle, Ann Hurd, Ted Kirchner, Craig Lauer, and Joe Myerson

Members absent: None.

Call to order: Chairman Brian Boyle called the meeting to order at 7:02 PM. The entire meeting can be viewed by going to:

https://www.youtube.com/watch?v=tuufwSHaEeg&index=2&list=PLu94OVLkDQ_LWB3HSPkcuIG6ztnCxFowO

Agenda Item #1: Continue discussion of ideas that can be the basis for improving the quality of the budget review and Advisory process

- Our objective was to process the 25 ideas offered at the August 21 meeting and (1) identify those for completion by the end of the fiscal year, and (2) define timing, check points, and primary person responsible (PPR) for each.
- A document containing the 25 ideas was projected on a screen and the Advisory Committee discussed ways to move forward on each. We agreed that Brian would update the document based on the assignments discussed tonight.

Agenda Item #2: Discuss themes for potential inclusion in the FY20 budget message/guidelines

- Discussion of the Town Administrator's annual budget letter was one of the specific action items that we identified in our August 21st brainstorming session. We wanted the letter to include stronger guidance regarding "level funding."
- Prior to tonight's meeting, Brian had circulated a draft of the Town Administrator's letter with proposed edits. The draft was projected on a screen and the Advisory Committee discussed the edits. We reached agreement on the substance of the edits and agreed that Brian would work with Don Lowe to finalize the letter.

Agenda Item #3: Liaison updates

- None.

Agenda Item #4: Review and approve meeting minutes

- None.

Adjourn: The meeting was adjourned at 9:00 p.m. on a motion made by Ted Kirchner and seconded by Connie Benjamin.

Approved by the Advisory Committee