

Approved 1/28/20

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ADVISORY COMMITTEE MEETING MINUTES

Tuesday, November 19, 2019

7:00 PM

Town Hall – Selectmen's Meeting Room

Members present: Brian Boyle, Jessica Colangelo, Ann Hurd, Craig Lauer, and Joe Myerson

Call to order: Brian Boyle called the meeting to order at 7:11pm. The entire meeting can be viewed by going to: https://www.youtube.com/watch?v=y26wU_2SCLA

Agenda Item #1: Process for capital planning for the FY21 budget cycle

- Capital planning committee suspended for FY21 budget cycle. Town Administrator Don Lowe will be coordinating capital planning process. Don Lowe will be liaison to Advisory Committee for capital planning items.
- Will try this process for the year and assess approach going into next year.

Agenda Item #2: Process for interacting with department heads for the FY21 budget cycle

- In the past there was sense that department heads were being approached individually or in small groups by too many people and their time was not being used efficiently.
- Need to make sure everyone gets access to the same information for consistency and clarity of communication.
- Going forward, process will be that department heads will come to Advisory meetings and present to full committee at same time; this should help to ensure clear communication of information to all members.
 - Advisory Chair will funnel questions or requests for more information through Don Lowe, who will assist with follow up efforts.
 - Potential loss of opportunity for 1:1 relationship building.
 - Concern raised of how this may impact voice of Bolton re: school system.

Agenda Item #3: Setting tentative meeting schedule

- Goal to get quorum together in late December after budgets have been submitted for high-level review.
 - Contingent on when operating budgets are submitted.
 - Tentatively will anticipate having Advisory meetings on Tuesdays for January.
 - May need to increase to 2x/weekly in February and March.

Adjourn: The meeting was adjourned at 7:27 p.m. on a motion made by Craig Lauer and seconded by Joe Myerson.