

## **BUDGET TASK FORCE MEETING MINUTES**

**JULY 7, 2020**

**10:00 AM**

This meeting was held via webex in accordance with Governor Lamont's Executive Order #7b Section 1 which suspends the open meeting requirements of in-person participation, audio and video of this meeting was available via webex.

Members in Attendance: Sandy Stein, Joseph Crisco, Joseph Dey

Staff in Attendance: Beth Heller, First Selectman; Anthony Genovese, Administrative Officer / Director of Finance; Karen Crosby, Budget Analyst / Payroll & Benefits Administrator

The task force reviewed the Budget Schedule presented by Tony.

Tony would review the budget guidelines with department heads and see what the impact of the guideline(s) set by the Task Force would be on the department budget. The department would work with Tony to cost out the functions of the department to see where it makes sense to change. There are labor costs associated with each function.

Sandy asked if each department is told that there would be a budget cut of a certain amount, how would that impact the department. Tony stated that this would be much easier to work with.

Sandy suggested that this would be the way to approach the recommendation from the Board of Selectmen and Board of Finance.

Tony stated that the most recent budget there were a lot of programs already eliminated and what baseline will we use.

Tony stated that we only have control over about 30% of the budget due to WBOE, Amity, and debt service.

Sandy said the question is what a reduction in services will look like. Do we want to go there or not. What will be the overall impact on the budget and is it worth it.

Joe Dey stated that we do need to go there because otherwise we keep doing what we have been doing. We don't control the Beecher budget because they create it. Tony stated that you can control the total but not the budget lines. There is a minimum budget requirement, so you can't go below the previous year's budget unless there is a reduction in enrollment. If you go below, you can have grant funds reduced.

Operating costs have not increased on the Town side in the last five years.

Sandy stated that the administrators, and in particular, Tony has been very responsive to the guidelines.

Tony stated that the Task Force priority may be to have a fully funded educational system and have the library open limited hours or the transfer station open only a few days a week.

Joe Dey stated he thought the Task Force was to create a new way of developing budgets.

Discussion continued on the budget and guidelines for FY22.

Sandy stated there needs to be a structure for the information of what is being cut in each budget.

Tony stated that if they want to set a 5% reduction, it will be different for each department. We will then need a description from each department at how this reduction will impact the department budget.

Each department should submit an impact statement on how the reduction will impact the budget. The departments should submit this prior to the submission of the detailed operating budget and then develop their operating budget based on the discussion with the Board of Selectmen and or the Board of Finance.

When the task force finalizes the guidelines, the information should be passed along to boards and commissions. There should be someone from the BOS or BOF attend the meetings to explain to the commissions about the guidelines and to answer questions.

There will have to be a special meeting of the BOF and BOS in July to set the guidelines for the FY22 budget.

The Task Force needs to come up with the recommendation in writing and report to the BOS. Then have a meeting of the BOS and BOF to vote on the recommendations.

Sandy suggested that the Task Force see a scenario of 5% reduction and a scenario of a 0% increase.

Tony asked if it would help to have a document drawn up from this committee then have another meeting to approve it.

Tony will create a document and distribute via email to members of the Task Force and get to a final version and then have a meeting with the BOS and BOF to set the directives.

Sandy asked Tony what he would like the scenarios to be. A 0% increase is a good one and he would suggest basing it on pre-COVID expenditures. Tony would also add in department revenues. The departments should review their revenues as fees increase.

Joe Dey will give an update as a liaison at the BOS meeting on July 8, 2020.

Once Tony has a draft of the document he will send it to the members for editing. The next meeting will be after the draft is in the final version.

The meeting adjourned at 10:38 am

Respectfully submitted,

*Karen Crosby*

Karen Crosby  
Budget Analyst/  
Payroll & Benefits Administrator