

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF FINANCE

The Board of Finance held a regular on Monday, December 11, 2017 in the Council Chambers at the Municipal Center, 3 Primrose Street, Newtown, CT. Temporary Chairman Dan Rosenthal called the meeting to order at 7:30pm.

Present: James Gaston, Roger Cyr, Mark Boland, Sandy Roussas, Keith Alexander, Steve Hinden

Also Present: Finance Director Robert Tait, First Selectman Dan Rosenthal and one member of the press

ELECTION OF A CHAIRMAN – Ms. Roussas moved to nominate Jim Gaston for the Chairman of the Board of Finance. Mr. Boland has seconded, motion unanimously approved. At that time, Mr. Gaston ran the meeting

ELECTION OF A VICE CHAIRMAN – Mr. Gaston moved to nominated Ms. Roussas as Vice Chair of the Board of Finance. Mr. Boland seconded, motion unanimously approved.

APPOINTMENT OF A CLERK – Ms. Roussas moved to nominated Arlene Miles as the clerk, Mr. Alexander seconded, motion unanimously approved.

VOTER COMMENT – None

COMMUNICATIONS – Mr. Gaston explained that any communications go through the Chair. If there was a question that a member wanted from the Frist Selectman or the Finance Director, that also goes through the Chair.

MINUTES – Ms. Roussas moved to accept the minutes of 11/13/17 meeting. Mr. Boland seconded. Motion passes with 3 yes(Boland, Gaston, Roussas) and 3 abstain (Hinden, Cyr, Alexander)

FIRST SELECTMAN REPORT – First Selectman Rosenthal congratulated the board and the new leadership. He also thanked to the former First Selectman for her time in the last month which was very helpful with the transition. The LC did vote at their meeting to return the CIP to the new Board of Selectman. The LC needs to act on it by January 15 so the BOS needs to act fast. The plan is to act at the next meeting. Failing that, a special meeting will be called. It will come back to the BOF for their next meeting.

FINANCE DIRECTORS REPORT – Mr. Tait provided the 2018/2019 budget timetable (Attachment A). A public hearing is to be held on February 15 and budget deliberations will be held on February 22, 26, 28 and March 1. The Budget needs to be presented to the LC on March 7.

NEW BUSINESS

2018 Meeting Schedule – Ms. Roussas moved to accept the 2018 meeting schedule while incorporating the additional dates in the budget timetable (Attachment B). Motion unanimously approved.

Voter Comments – None

Announcements – None

Having no further business, the meeting was adjourned at 7:51pm

Respectfully Submitted,
Arlene Miles, Clerk

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 NEWTOWN, CONNECTICUT 06470
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ROBERT G. TAIT
 FINANCE DIRECTOR

TOWN OF NEWTOWN OFFICE OF THE FINANCE DIRECTOR

2018 - 2019 BUDGET TIMETABLE

October 25, 2017	Departments Receive Budget Instructions.
December 11, 2017	Completed Budget Forms to the Finance Director.
December 12 – January 08, 2017	First Selectman/Finance Director budget review with departments
January 09 – February 09, 2018	Departments meet with Board of Selectmen.
February 12, 2018	Board of Selectmen submit Budget to the Board of Finance (no later than the 14 th)
February 15, 2018 (Thursday)	Board of Finance holds a public hearing on the Board of Selectmen and Board of Education proposed Budgets (no later than March 7 th). (Publish 5 days prior to hearing: 2/09/18)
March 07, 2018	Board of Finance submits Budget to the Legislative Council (no later than March 14 th).
March 21, 2018 (Wednesday)	Legislative Council holds a Public Hearing on the Proposed Board of Finance Recommended Budget (no later than March 28 th). (Publish 5 days prior to hearing: 3/16/18)
April 04, 2018	Legislative Council Adopts Budget (no later than second Wednesday in April)
April 24, 2018 (Tuesday)	The Annual Budget Referendum (4 th Tuesday of April) (Publish 4/13/18)

January 2018 (United States)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31 New Year's Eve	1 New Year's Day O Full Moon	2	3	4	5	6
		Final week to review budget with department heads (First Selectman & finance director)				
		Not a budget meeting.				
7	8 ● 3rd Quarter	9	10	11	12	13
		Finance director puts together the First Selectman's budget document				
14	15 Martin Luther King Jr. Day	16 ● New Moon	17	18	19	20
		BOS BUDGET MEETING				
21	22	23	24 ● 1st Quarter	25	26	27
		BOS REG MEETING				
		SPECIAL BOS BUDGET MEETING				
		BOS BUDGET MEETING				
28	29	30	31 O Full Moon	1	2	3
	SPECIAL BOS BUDGET MEETING					

Note: Five BOS budget meetings planned. There is room on the calendar for more special meetings.

February 2018 (United States)

March 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31 <small>Good Friday</small>	1	2	3
4	5	6	7 <small>3rd Quarter</small>	8	9	10
	BOS BUDGET MEETING				PUBLISH BOS & BOE BUDGETS	
11	12	13	14 <small>Valentine's Day</small>	15 <small>New Moon</small>	16	17
	BOS REG MEETING			BOF HOLDS PUBLIC HEARING		
18	19 <small>Presidents' Day</small>	20	21	22	23 <small>1st Quarter</small>	24
	BOF REG MEETING			BOF BUDGET MEETING		
25	26	27	28	29	30	31
	BOF BUDGET MEETING			BOF BUDGET MEETING	REG BOF MEETING	

Note: there are four BOF budget meetings planned. There is room on the calendar for more if need be.

March 2018 (United States)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	1 O Full Moon	2	3
			BOF BUDGET MEETING			
4	5	6	7 BOF SUBMITS BUDGET TO LC & PRESENTS	8 LC COMMITTEE BEGINS WORK	9 3rd Quarter	10
11	12	13	14 REG LC MEETING	15	16 PUBLISH BOF BUDGET	17 New Moon
18	19	20	21 LC HOLDS PUBLIC HEARING	22	23	24 1st Quarter
			Committees present recommendations to full council REG LC MEETING			
25	26 LC BUDGET MEETING	27	28 LC BUDGET MEETING	29	30	31 O Full Moon

Note: there are three LC budget meetings planned. This is in addition to committee meetings.

April 2018 (United States)

May 2018

S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Easter Sunday	2 LC BUDGET MEETING	3	4 LC BUDGET MEETING LC ADOPTS BUDGET	5	6	7
8 3rd Quarter	9	10	11	12	13 Thomas Jefferson's Birthday PUBLISH ADOPTED BUDGET	14
15 New Moon	16	17	18	19	20	21
22 1st Quarter	23	24 ANNUAL BUDGET REFERENDUM	25	26	27	28
29 Full Moon	30	1	2	3	4	5

NEWTOWN SCHOOLS CLOSED FOR APRIL BREAK

NEWTOWN MUNICIPAL CENTER
3 PRIMROSE STREET
NEWTOWN, CT 06470



www.newtown-ct.gov

Robert Tait, Finance Director

**TOWN OF NEWTOWN
BOARD OF FINANCE**

2018 MEETING SCHEDULE

The Board of Finance will hold meetings the second Monday and fourth Thursday of each month at 7:30pm in the Council Chamber at the Newtown Municipal Center, 3 Primrose Street, Newtown, CT as follows:

Monday	January 8
Thursday	January 25 – Town Hall South
Monday	February 12
Thursday	February 15 – Public Hearing
Thursday	February 22
Monday	February 26
Wednesday	February 28
Thursday	March 1
Monday	March 12
Thursday	March 22
Monday	April 9
Thursday	April 26
Monday	May 14
Thursday	May 24
Monday	June 11
Thursday	June 28
Monday	July 9
Thursday	July 26
Monday	August 13
Thursday	August 23
Monday	September 10
Thursday	September 27
Tuesday	October 9 (Monday is a holiday)
Thursday	October 25
Tuesday	November 13 (Monday is a holiday)
Monday	November 26 (Thursday is Thanksgiving)
Monday	December 10
Thursday	December 27
Monday	January 14, 2019
Thursday	January 24, 2019