

Chris Eide, Chair  
Alison Plante, Vice-Chair  
Ryan Knapp  
Paul Lundquist  
Cathy Reiss  
Chris Smith



## TOWN OF NEWTOWN

The Legislative Council  
Finance and Administration Committee  
met on Thursday, October 22, 2020 at 7:30 PM

### Meeting Notes

#### CALL TO ORDER

The meeting was called to order by Mr. Eide, Chair at 7:31 PM.

#### SALUTE TO THE FLAG

#### ROLL CALL

Members in attendance via teleconferencing:

- C. Eide
- A. Plante
- P. Lundquist
- C. Reiss
- C. Smith
- R. Knapp

#### VOTER COMMENT

None

#### COMMUNICATIONS

None

#### APPROVAL OF THE MINUTES

**Motion to approve minutes from 10 Sept 2020 made by Ms. Plante; seconded by Ms. Reiss. Motion passes 6-0-0.**

#### OLD BUSINESS

*Discussion and possible action on the Board of Finance approved Capital Improvement Plan Policy*

The chair opened discussion by stating that the document had been reviewed by several bodies in town, including the Town's Finance Director and the Board of Finance, as well as this committee before it was sent back to the Board of Finance. With this being the case, the committee should have confidence that the document is sound.

Ms. Reiss stated a concern around her difficulty in parsing section 310-7-a1. The language in the draft stated:

"For departments so indicated by Charter, and the Board of Education, review and seek input from relevant Boards, Councils or Committees (e.g. Public Building and Site Commission, and Sustainable Energy Commission) shall review and comment on the list and projects shall be solicited prior to submission."

The committee reviewed the language and made revisions to make the section read:

"The departments so indicated by Charter, and the Board of Education, shall review with and seek input from relevant Boards, Councils or Committees (e.g. Public Building and Site Commission, and Sustainable Energy Commission) prior to submission."

Ms. Reiss asked about section 310-7-h. She inquired as to who does the combining of the budgets between the Town's CIP projects and the Board of Education's? Is it really combined? Mr. Lundquist remarked that it is covered in section 310-7-G.

**A motion to accept the CIP Policy approved by the BOF at the 13 Oct 2020 Meeting with amendments to 310-7-a1 was made by Mr. Knapp; seconded by AP. Motion passes 6-0-0.**

*Discussion and possible action on the Board of Finance approved Fund Balance Policy*

The committee discussed the Board of Finance Approved Fund Balance Policy. The possible changes reviewed were mostly grammatical and/or non-substantive changes. The chair identified Section II-C-2 as a possible area requiring changes, since it deals with the authority to deposit funds into the Board of Education's Non-Lapsing Account; however, the committee held off recommending changes pending resolution of the roles of the various bodies in regards to the Non-Lapsing Account. The committee also spent time reviewing the definitions of restricted and unrestricted fund categories.

NEW BUSINESS

VOTER COMMENT

None

#### ADJOURNMENT

Having concluded the committee's business for the night, **Ms. Reiss made a motion to adjourn. Mr. Smith seconded the motion. The motion passed unanimously (6-0-0) at 8:45 PM.**