

**Town of Colebrook
Board of Finance**

Minutes to Meeting of October 19, 2016

Members Present

J. Millar, Chairman
D. Johnstone
M. Klimkosky
M. Neal

Absent

R. Carfiro
T. Corvo

Others Present

None

The meeting was called to order at 7:00 p.m. by Chairman J. Millar.

1. Discussed a possible change of auditors, which is still of interest to the Board and a practice recommended by the Government Finance Officers Association. D. Johnstone will follow up and try to identify firms that might be suitable replacements. The Board noted that this move does not imply any dissatisfaction with the town's current auditors, King, King & Associates.
2. Reviewed the budget guidelines that were adopted last year. Namely:
 - a. The Boards of Selectmen and Education should coordinate salary increases for non-contractual employees.
 - b. A draft of the capital plan should be included when the Selectmen submit their budget.
 - c. Budgets should identify and explain any FTE changes and/or new programs.
 - d. Indicate what would be necessary to achieve a zero increase over the prior year, except for contractual increases.

It was agreed that these guidelines are still appropriate. However, rather than adopt them formally, the Board decided that J. Millar should discuss them informally with the Boards of Selectmen and Education.

3. J. Millar moved to accept the minutes of September 14, 2016. Second, M. Klimkosky. Passed with the abstention of D. Johnstone who was not present.
4. M. Neal moved to adjourn. Second, D. Johnstone. Passed unanimously.

The meeting adjourned at 7:25 p.m.

Respectfully submitted,

Martha F. Neal
Secretary