

**Town of Brookfield
Selectmen's Agenda
Town Hall, Banquet Room
Joint Selectmen/Advisory Committee Meeting
Thursday, October 6, 2011 – 7:00 pm**

Members present: Peter O'Connell, Rudy Heller and Stephen J. Comtois II.

Chairman Peter O'Connell called the meeting to order at 7:00 pm and led the group in the Pledge of Allegiance.

Camera Operator: None

Press: None

Public: John David Holdcraft, Barbara Wilson

FY13 Budget Process:

Mr. O'Connell reviewed the proposal FY13 budget process that was generated as a result of a meeting among Jerry Johnson, Chairman of the Advisory Committee, Peter O'Connell, Chairman of the Board of Selectmen and Betty Benoit, Town Accountant (see attached). This package was reviewed and generally approved by the Board of Selectmen at their October 5th meeting and distributed to the Advisory Committee prior to the joint meeting. The Board of Selectmen left the decision to the Advisory Committee about whether to increase the stipend for the Town Accountant to develop the FY13 spreadsheet.

The Advisory Committee unanimously agreed to take the charge of the spread sheets for FY13 budget with Mr. Breuer agreeing to manage the entry of data into the spreadsheet. Mr. O'Connell noted that budget packages would be sent out by the Board of Selectmen and, as suggested by Mr. Breuer, the packages would include data on final FY11 expenditures for each department. Packages will be returned to the Selectmen's office, photocopied and distributed to the Selectmen and Advisory Committee simultaneously within a week of the deadline for submittal. All other proposals including the division of roles, the decision not to include wage and salary information, capital and article requests on the spreadsheet (they will be provided in hard copy) and the timeline for budget development were voted unanimously by the Advisory Committee. There was a consensus that budget proposals not submitted by the deadline would be approved at level funding.

Mr. O'Connell discussed potential future issues that may impact the budget, such as:

- Health Insurance
- Solar Project
- MFPC
- Capital Improvement Plan
- Budget Debt Payoffs
- Cemetery Perpetual Care
- School Choice

He invited the Advisory Committee to consider which areas of budget initiatives affecting elected boards and committees that they might want to investigate during the fall and early winter that might lead to improved services and/or budget efficiencies.

Adjournment:

At 8:17 pm, Mr. Comtois moved to adjourn the meeting; Mr. Heller seconded; so voted.

Respectfully submitted
Stephen J. Comtois II, Secretary

Approved: _____