

**MINUTES – COUNCIL’S FINANCE and PERSONNEL COMMITTEE
NOVEMBER 14, 2016**

The meeting was called to order at 7:54 p.m. by Committee Chairwoman Powers, with the following in attendance: Council Members Zachary, Aufman, Mertz, Walkauskas, LeDonne and McKim. Others present: Gavin Robb, Esq., Town Manager Cordek, Assistant Town Manager Ebner, Zoning Officer Betty, Public Works Superintendent Sabina, Marie Haller, Administrative Assistant and citizens as per the sign-in sheet.

**DISCUSSION
AMENDMENTS TO APPOINTMENT POLICY**

The Committee reviewed and discussed a draft amendment to the Town’s Appointment Policy regarding procedures governing incumbents, Council concurred with the recommended changes.

**NOTIFICATION OF A PUBLIC HEARING
2017 REAL ESTATE TAX RATE & BUDGET APPROPRIATIONS**

The Committee was notified a public hearing is scheduled for Council’s Regular Business Meeting on an ordinance tentatively identified as Ordinance No. 1460, an ordinance setting the Real Estate Tax rate for 2017 and other revenue sources and setting appropriations for the 2017 calendar year. The public hearing is scheduled on November 28 and will be voted upon on December 19, 2016.

**NOTIFICATION OF A PUBLIC HEARING
PUBLIC HEARING – ORDINANCE 1461
REAPPROPRIATION WITHIN THE 2016 GENERAL FUND**

The Committee was notified a public hearing is scheduled for Council’s Regular Business Meeting on an ordinance tentatively identified as Ordinance No. 1461, an ordinance reappropriating amounts of money within the General Fund 2016 Budget. Assistant Town Manager Ebner will provide detailed information at the November 21 Agenda Review Committee.

REVIEW BUDGET PROGRAMS 409; 426; 454; 400-406

The Committee reviewed Budget Programs: 409 Building and Plants; 426 Recycling; 454 Parks; 400 Town Council, 401 Town Administrative Offices; 402 Financial Administration, 403 Tax Collection, 406 Citizen Information and Fund 18 (Capital Improvements). Town Manager Cordek reported planning is underway to install the audio/visual equipment in Council Chambers in December which falls under Budget Program 409. He also reported equipment for the Assembly Room has been budgeted for 2017 and quotes are being obtained.

Councilmember Zachary reported the Environmental Advisory Committee has discussed upgrading the shrubbery at the Town Hall Complex, particularly the gardens in the front of the parking area. She suggested the possibility of setting aside funds to supplement this work. Town Manager Cordek recommended adding a placeholder for this project in the budget. He also discussed the need for plans to be formulated, which would include an assessment of existing plantings and an evaluation of projected cost and work to be done.

SEMINARS AND CONFERENCES

Committee members were reminded that the Annual Services Appreciation Banquet will be held on the Chadwick banquet hall on Saturday, November 19.

PUBLIC COMMENTS

Deborah Sagan, 9995 Parkland Drive, discussed various budget items, suggested the utilization of grants for playground equipment, use of white boards in Town meeting rooms as an alternative to other audio visual equipment. She also suggested surveying residents to determine if Town publications such as the calendar and the Town Crier are beneficial to residents.

Barbara Richards, 305 Manor Court, asked a question regarding the wording of budget ordinance.

ADJOURNMENT

The meeting adjourned at 9:50 p.m.

Respectfully submitted,



Marie A. Haller, Administrative Assistant

TMC/mah