Members Present: Aileen Baldwin, Jim Cretella, Zani Imetovski, Beverly Kennedy, Heather McDaniel, Bill Sawicki, John Stelma; Richard Demko (alternate)

Members Absent: None

Others Present: Jim Baldwin, Tom Eighme, Ehlayna Napolitano, and Doug Thomas

Item #1 – Call to order
Chairman Bill Sawicki called the deliberations to order at 7:04pm.

Item #2 – Pledge of Allegiance
Everyone saluted the Flag and recited the Pledge of Allegiance.

Item #3 – Deliberation and Discussion of 2016/2017 Budget
The Board of Finance discussed the following department’s budget:
   - Planning & Zoning – not presented
     o $100 increase in general supplies; no questions
   - Office of Building Compliance – presented by Jim Baldwin
     o Directors Salary – increase of 2.4% in # of hours to 29/week – needed to complete work
     o Code Compliance Coordinator – decrease - actual salary (previously included per diem amount now listed separated)
     o Education – mandate CT training
     o Professional Association Dues – mandated to belong
     o General Supplies – includes copier charges which allows us to not use outside services (saves money)
     o Travel – is down due to gas prices
     o Machinery & Equipment & Computer Services – need to merge and update files every year and update software
     o Aileen Baldwin did not take part in any discussions due to being related to presenter of budget
   - Communications Commission – presented by Tom Eighme
     o No increase
   - Emergency Management – presented by Tom Eighme
     o Code Red line item increased due to usage – move into “unlimited usage” category – we used a lot with the road construction announcements
     o Needed to put some money in Contingency ($15k) for Public Safety and Emergency Shelters
Item #4- Adjournment
Meeting was adjourned at 7:25pm.

Submitted by:
Monica Dimon
Recording Secretary