

- ii. As long as adequate information is provided, specific format is not required.
 - iii. Organizational Chart for all departments has been requested to be submitted with each budget.
 - iv. For Budget Presentations to Finance Committee, departments are requested to prepare slide presentation for the purposes of communicating information via television if possible
 - 1. Documents could be posted on-line for viewers to open
 - 2. Specific discussion of staffing, benefits and overtime for Police and Fire is requested; anything related to costs increases and/or efficiencies should be discussed; consider the budget review as an opportunity to explain to the public budget line items related to these topics that may look questionable
 - 3. Finance Committee members to prepare questions for department heads prior to budget presentations. A question document may be prepared at the Finance Committee meeting immediately prior.
 - 4. It is suggested that Finance Committee members attend School Committee Budget discussions. Additionally it is suggested that the School Committee make a brief, formal presentation to the Finance Committee.
4. Discussion re Fall 2016 Special Town Warrant
- a. Invitations to Department or Committee chairs to be sent for presentation at next Finance Committee Meeting – November 9th.
 - i. DPW – Brittany to reach out for request
5. Other Discussion
- a. It is requested that an update from the School Committee be presented to the Finance Committee at an upcoming meeting related to budgetary impacts of final enrollment numbers. [Dan to reach Jim Adams or Barbara Durand re: November 9th Finance Committee Meeting]
6. Approve outstanding Minutes, if any.
- a. Meeting minutes from the September 20, 2016 meeting were reviewed and discussed.

Moved to adopt minutes as recorded: Dan Conroy
Second: Maribeth Morrissey
Vote: 6-0 in favor

7. Adjourn:

Moved: The Chair moved to adjourn the meeting at 7:52PM

Second: Ryan Turncliff

Vote: 6-0 in favor

List of Documents Presented at Meeting

NONE