

Town of New Fairfield
Board of Finance
4 Brush Hill Road
New Fairfield, CT 06812

MINUTES

Board of Finance Subcommittee Meeting
Policies and Procedures
Wednesday, December 17, 2008
6:30 PM
New Fairfield High School Library

Subcommittee Members present:

Art Azzarito
Jane Landers
Brian Shea

BOF Members present

Tom Wahlig

Other Town Officials Present:

Call To Order The subcommittee meeting was called to order at 6:40pm

MOTION: Art Azzarito made a motion to appoint Jane Landers as the chairman of the Policies and Procedures subcommittee. Brian Shea seconded the motion.

Vote: 4-0-0 (Motion approved)

Review of Policies and Procedures for the Board of Finance

There was a discussion among the members of the subcommittee as to what is an appropriate time frame for receiving documents for the meeting. There was also a discussion of what information is needed for the Board of Finance and the role of the clerk. It was decided that there should be a meeting of the Policy and Procedures subcommittee at least once a quarter. Art Azzarito will supply the subcommittee with the previous Policy and Procedures information that was compiled by the last subcommittee.

Adjournment

Brian Shea made a motion to adjourn the meeting at 7:05pm. Jane Landers seconded the motion.

Vote: 4-0-0 (Motion approved)