

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

MINUTES  
**BOF POLICY & PROCEDURES SUBCOMMITTEE**  
**WEDNESDAY, MAY 20, 2009**  
**NEW FAIRFIELD HIGH SCHOOL LIBRARY**  
**6:30 PM**

*Members present:*

Jane Landers  
Art Azzarito  
Brian Shea

*Other Town Officials Present:*

Call to order Policy & procedures subcommittee chairman Jane Landers called the meeting to order at 6:32 pm.

**Review and possible vote to recommend to the full Board of Finance policies and procedures for the Board of Finance**

There was a discussion among the members of the Board of Finance regarding policies for transfers and how much advance notice should be given to the BOF members for transfers. It was decided that all supporting documents should be given to the members before meetings.

There was a discussion of "Public Comment" at meetings. It was decided that public comment should be three minutes of less per person with one comment per person per public comment session. The comment should directed only to the BOF. It was decided that public comment at special meetings should be at the discretion of the chairman.

It was decided to have a copy of the Policy and Procedures for the Board of Finance given to all members of the Board of Finance (Such document to be attached to the minutes of this meeting)

Adjournment Jane Landers made a motion to adjourn the subcommittee meeting at 7:15pm. Brian Shea seconded the motion.

**Vote: 3-0-0 (Motion approved)**