



77 Main Street North, Suite 205  
Southbury, CT 06488  
**BOARD OF DIRECTORS MEETING**  
**Finance Sub-Committee**  
**Special Meeting**  
**Tuesday 01/02/24, 2:00 PM**

**Voting Members in Attendance**

John Michaels (Southbury)(Finance Sub-Committee Chair)  
Deb Fuller (Woodbury)  
Michael Crespan (New Milford) (via google meet)

**Non-Voting Members in Attendance**

Amy Bethge - Director of Health  
Jen Luis - Operations Manager

**MEETING MINUTES**

**Discussion:**

Ms. Bethge presented the draft 24/25 FY budget to the finance sub-committee which showed detailed line items. Ms. Bethge started from the ground up to create the zero based budget. Mr. Crespan asked that in the future we look at mileage versus leased vehicles for the staff.

Ms. Bethge presented to the finance sub-committee board the reserve methodology principle & policy and cash flow plan policy. Mr. Michaels stated the capital reserve concept is that we allocate a small amount each year to the reserve fund. Some grants are paid out of pocket before the district receives the funding from the grant. Mr. Michaels discussed with the finance sub-committee the 20 year capital plan for the district. Mr. Michael stated that Ms. Bethge constructed a robust financial plan.

**Action Items:**

- Ms. Bethge will update the mileage expenses for the year and consider the possibility of leasing vehicles versus paying mileage.
- Ms. Bethge will develop a plan for funding the digitization of records and include it in the budget for the future.
- Ms. Bethge will develop a plan for funding the general reserve and determine the timeline for increasing the reserve from 8% to 15-20% over time.

*Deb Fuller made a motion to recommend to the Board of Directors the draft 24/25 FY budget, the reserve methodology and the 20 year capital plan.*

*Second: Mike Crespan*

*All in Favor*

*Motion Carries*

**Meeting Adjournment - 3:05pm**

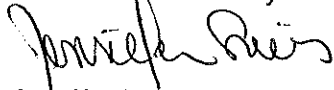
*Motion to adjourn: John Michaels*

*Second: Mike Crespan*

*All in Favor*

*Motion Carries*

Minutes recorded by:



Jennifer Luis