1. **Call to Order, Roll Call, and Overview of Virtual Meeting Process.**

Chairman Garner called the meeting to order at 9:30 am.

A Roll Call took place.

Members Present:

Christopher W Carman, Leonard Garner, Chairman, Cheryl Loeffler, Kevin Magnus

Members Excused:

(Melvin) Michael Sherrow, Penny Gold

Town Staff Present:

Sandi Henley, Susan Smith, Elizabeth Ramsden, Jason Keen

Susan Smith, Finance Director, read for record:

Thank you for participating in the April 14, 2020, Tax Oversight Committee public meeting. This virtual public meeting is being held pursuant to Executive Order #20-69 and is being conducted to provide the public with as much access to the virtual meeting as is feasible during the COVID-19 pandemic threat. The Town encourages public participation in all of its public meetings, including those meetings that are held virtually.

Participants have been provided three choices with instructions.

1. Listen to the meeting by phone

2. Watch the meeting and participate during the public comment in the meeting using Zoom. or

3. Listen or watch the meeting using Zoom and provide public comments prior to the meeting by emailing me.

There have been no requests to speak submitted to me prior to this meeting. And I have received no written public comments prior to the meeting.

1. **Opportunity for Public to be heard.**

There have been no requests to speak submitted to me prior to this meeting. And I have received no written public comments prior to the meeting. No attendees were participating in the virtual meeting.

1. **Approve Minutes (July 8 2019).**

A motion to approve the minutes was made by Cheryl Loeffler and Seconded by Chris Carman. Minutes approved unanimously.

1. **Finance Presentation and Discussion**

Elizabeth Ramsden, Accounting and Budget Manager for the Town, presented a PowerPoint presentation which covered the role of the committee, Town process and compliance, forecasting of revenue for FY20 and beyond, a review of the Budget and uses of Infrastructure surtax funds and a summary of audited financials for the fund for FY2015 through F2019. A copy of the PowerPoint Presentation is attached as reference.

Committee member, Ken Magnus, pointed out a mathematical error on Parks & Recreation on slide 8. Sue Smith confirmed that the amount expended had a typo and should be $1,674,040 instead of $1,694,040. All other totals and balances are correct as shown.

1. **Review Draft of Memo to Town Commission**

A memo addressed to the Commission from the Committee was drafted to summarize all the elements discussed today. The memo was corrected to reflect the change to the Parks and Recreation Power Point slide noted above. A motion was made by approve the memo as amended by Chairman Garner and seconded by Chris Carman. The memo was unanimously approved. Chairman Garner will sign the memo and return it to Town Hall Finance Department and Finance will deliver it to the Town Commission .

1. **Committee Comments**

Chairman commented that with the amount of money we produced we have ample backup.

1. **Adjourn**

The Committee adjourned at 10:00 AM.

Notes transcribed from Recorded meeting on 4.14.2020.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_