



OFFICE OF THE COMPTROLLER

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2010 JAN 26 P 12: 09

TOWN OF BETHEL
TOWN CLERK

MEMORANDUM

TO: All Department Heads
FROM: Barry R. Curina, Comptroller
Wendy Smith, Recording Secretary – Board of Selectmen and Board of Finance
RE: Dates for Department Budget Presentations
DATE: January 25, 2010

Listed below, please find the schedule for departmental budget presentations to the Board of Selectmen and Board of Finance. All meetings will be held at 7:00 p.m. in the Bethel Municipal Center, Meeting Room "A" unless otherwise noted.

TUESDAY, FEBRUARY 9, 2010

130	Town Clerk	140	Assessor	150	Tax Collector
180	Building Department	200	Social Services	330	Registrar of Voters
405	Intra Gov't (VNA)	100	Selectman	110	Treasurer
120	Finance	160	Legal	170	Probate
190	Data Processing	210	Town Insurance	340	Boards & Comm.
390	Employee Benefits	400	Non-Government Sub.	410	Utilities. & other Charges
420	Misc. Charges & Transfers	440	Debt Service		

THURSDAY, FEBRUARY 11, 2010

220	Fleet Maintenance	230	Public Works	240	Highway Department
250	Planning & Zoning	260	Building Maintenance	270	Tree Warden
380	Parks & Recreation				

WEDNESDAY, FEBRUARY 17, 2010

290	Emergency Management	300	Fire Marshall	310	Bethel Fire Department
320	Stony Hill Fire Department	350	Health Department	360	Police Department
435	Library				

TUESDAY, FEBRUARY 23, 2010

430	Senior Center	450	Board of Education	460	BOE Building Maintenance
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As a reminder, the Town of Bethel Charter stipulates that all budgets that fall under the direction of a board or commission (Library Board of Directors, Commission on Aging, Parks & Recreation, Police Commission and Board of Education) are to be presented by the board/commission chairman or designated board/commission member. This does not mean that Department heads/employees are to be excluded from the budgeting process, they should be available to provide information regarding their departments and for clarification during the budget process, should the need arise.