

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

MINUTES
Board of Finance Regular Meeting
Wednesday, June 18, 2014
7:30 PM
New Fairfield Community Room

Members present:

Wes Marsh, Chairman
Don Blackwell
Michael Cammarota
Tom Edwards
John Hodge
Jane Landers
Steve Brown, Alternate

Brian Shea, Alternate

Members not present:

Cheryl Reedy, Alternate

Other Town Officials Present:

Evelyn Abraham, Finance Director
Rich Kalinka, Fire Dept.
John Parille, Fire Dept.
Roger Heraghty, Fire Dept.
John Ranson, Fire Dept.

Call To Order Wes Marsh called the meeting to order at 7:30pm

Pledge of Allegiance

Appointments-None

Correspondence and Announcements- Chairman Wes Marsh spoke of an email he sent to the board with the meeting documents electronically distributed. There was a brief discussion of whether or not the board would prefer to have the meeting documents sent electronically in the future. Most members of the board noted that they would prefer to still receive paper copies. It was decided that the documents would be sent in paper form for the July meeting but also sent electronically and the board will discuss it further in the future.

Public Comment- None

Approval of Minutes

Don Blackwell made a motion to approve the minutes of the May 21, 2014 regular meeting as presented. Michael Cammarota seconded the motion.

Vote: 5-0-1 (Motion approved- John Hodge abstained)

Budget Transfers

Rich Kalinka, John Parille, Roger Heraghty and John Ramson from the New Fairfield Fire Dept. spoke of the need for additional money due to unforeseen maintenance and repairs to both the ladder truck and the Marine 10 boat. These repairs cost approximately \$18,000.

The board discussed this transfer and noted that this is the second year in a row that the Fire Company went over budget and that a large majority of their budget was spent within the first couple of months of the fiscal year. It was noted \$11,000 was cut from the Fire Dept. budget for fiscal year 2013-2014. John Hodge noted that in previous years the Fire Department was able to keep surplus in the apparatus fund. This is no longer the policy. There was a discussion of whether or not this should be reinstated. The board discussed ways to stop gaps and to prevent going over budget in the future.

Fire Department Chaplin John Parille suggested that the Board of Finance appoint a liaison to the Fire Department to help facilitate the members with their budget and put together a plan. Michael Cammarota volunteered to act in this role. It was decided to have the Fire Dept. board discuss this and come back to the BOF. It was decided that the Sept. meeting would be the best time to do this.

Wes Marsh made a motion to approve the following Inter-Departmental transfer in the amount of \$10,781.03. Don Blackwell seconded the motion. (Such document to be attached to the minutes of this meeting.)

Vote: 6-0-0 (Motion approved)

\$	Transfer To		\$	Transfer From	
\$6,858.42	4220-430-1	Fire Co.'s- Maintenance and Repairs	\$10,781.03	4160-230	Unclass. P & B-Pension (MERF)
\$2,925.22	4220-610	Fire Co.'s-Materials & Supplies			
\$997.39	4220-610-5	Fire Co.'s-Portable Equipment			
\$10,781.03			\$10,781.03		

Finance Director Evelyn Abraham spoke of a transfer request from the Assessor from Business Machines-Assessor's Equipment to Assessor-Audits-Personal Property. It was noted that this money would be used for the GIS System used by the Assessor. John Hodge noted that in previous years the Assessor was allowed to use left over funds from the Assessor-Audits Personal Property for the GIS system but a transfer is not usually done for this. The board discussed whether or not this need to be done immediately and it was decided to table the transfer and to check with the Assessor exactly what his intentions were.

John Hodge made a motion to table the following Inter-Departmental transfer in the amount of \$1,675.00. Michael Cammarota seconded the motion.

Vote: 6-0-0 (Motion approved)

\$1,675.00	4153-337	Assessor-Audits- Personal Property	\$1,675.00	4164-431-1	Bus. Machines-Assessors Equip.
\$1,675.00			\$1,675.00		

Update on Board of Education Capital and Nonrecurring spending for fiscal year 2013-2014

Wes Marsh noted that Cheryl Reedy had requested at a previous meeting a spreadsheet of capital and nonrecurring spending for fiscal year 2013-2014. There was a discussion of whether or not this should be a monthly report. It was decided to check with Cheryl Reedy and discuss further at the next BOF meeting.

ONGOING UPDATES

Medical update- Wes Marsh spoke of statistics for the Medical Plan that he received from Steve Rinaldi. There was a discussion of deductibles met through April and it was decided to revisit this at the end of the fiscal year.

Legal update- Wes Marsh noted that the balance in the Legal Labor line is \$5.00. A transfer may have to be made into this line.

Year to date expenses review- John Hodge spoke of the policy regarding surplus and specifically the Fire Department and the possibility of allowing their surplus to be put towards the apparatus fund or possibly the capital account for repairs.

Finance Director Evelyn Abraham noted that it is anticipated that there will be an overall surplus of approximately \$122,000.

Current year revenue update- Wes Marsh noted that the Property Tax collection rate is 100.02%. Finance Director Evelyn Abraham noted that the Real Estate Conveyance Revenue is lower than anticipated due to short sales and foreclosures.

Cap & Non- Wes Marsh spoke of the Plan of Conservation and Development that must be done every ten years. The cost of this is \$45,000. Wes Marsh spoke of the length of the checklist for this report. Another Public Hearing will be held before the plan is completed.

Public Comment – None

Future Agenda Items- The Auditor's Engagement letter needs to be approved. The audit subcommittee will meet before the July meeting to discuss this.

The board will check with Cheryl Reedy to see if she would like to have the BOE Cap & Non report as a monthly report and will decide if this is something that should be done in the future.

The board will review the Inter-Departmental transfer for the Assessor-Audits-Personal Property at the July meeting.

The Senior Citizen Tax Credit will be discussed again in the fall.

Board Member comments

Chairman Wes Marsh noted that he was very happy with the Tax Collection Rate which was over 100%.

Michael Cammarota congratulated the New Fairfield Seniors on their graduation this Saturday.

Adjournment

Don Blackwell made a motion to adjourn the meeting at 8:43pm. John Hodge seconded the motion.

Vote: 6-0-0 (Motion approved)