

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

**MINUTES**  
**Board of Finance Meeting**  
**Wednesday, May 21, 2008**  
**7:30 PM**  
**New Fairfield High School Library**

***Members present:***

Joe Hart, Chairman  
Lucy DiRocco  
Jane Landers  
Al Mardis  
Wes Marsh  
Tom Wahlig  
Art Azzarito, Alternate  
Tony Sanches, Alternate  
Brian Shea, Alternate

***Other Town Officials Present:***

John Hodge, First Selectman  
Ron Oliveri, Selectman  
Jay Waterman, Finance Director  
Ed Sbordone, Finance Department  
Scott Bassett, McGladrey & Pullen (Auditor)

**Call To Order** Chairman Joe Hart called the meeting to order at 7:30 pm

**Pledge of Allegiance**

**Appointments**- None

**Correspondence and Announcements**

Joe Hart read an e-mail from Board of Education Chairman Kim Hanson regarding the BOE Building Project referendum. Mr. Hanson wrote that the BOE has approved Educational Specifications for Meeting House Hill School and for renovation to the High School Science floor and has forwarded them to the Board of Selectmen. A building committee will be established before this project is brought to referendum.

**Public Comment**

First Selectman John Hodge announced that the Town of New Fairfield's application for the Senior Center grant has been approved in the amount of \$650,000. Construction on the Senior Center must begin by October 15, 2008. First Selectman Hodge thanked State Representative Jan Giegler, State Senator David Cappiello and State Representative Mary Ann Carson for all their hard work and help with securing the grant.

Board of Finance Chairman Joe Hart also thanked State Representative Jan Giegler, State Senator David Cappiello and State Representative Mary Ann Carson for all their hard work and help with the grant.

### **Approval of Minutes**

Joe Hart made a motion to approve the minutes of the April 16, 2008 regular meeting as presented. Tom Wahlig seconded the motion.

**Vote: 6-0-0 (Motion approved)**

Joe Hart made a motion to approve the minutes of the April 28, 2008 special meeting as presented. Al Mardis seconded the motion.

**Vote: 6-0-0 (Motion approved)**

Joe Hart made a motion to approve the minutes of the May 14, 2008 special meeting as presented. Al Mardis seconded the motion.

**Vote: 6-0-0 (Motion approved)**

Joe Hart made a motion to approve the minutes of the April 16, 2008 audit subcommittee meeting as presented. Al Mardis seconded the motion.

**Vote: 6-0-0 (Motion approved)**

### **Report by Audit subcommittee (Auditors engagement letter)**

Al Mardis spoke of the Audit subcommittee meeting that was held immediately prior to this meeting. Finance Director Jay Waterman introduced Scott Bassett from the firm of McGladrey and Pullen.

Mr. Bassett spoke of the role of the auditors and the Board of Finance members and specifically noted the role of the Board of Finance members to report any fraud or potential fraud. A discussion also ensued regarding Police Vehicles and the Capital and Nonrecurring Fund.

Al Mardis made a motion to authorize the Board of Finance Chairman to execute the audit arrangement letter on behalf of the Town of New Fairfield. Jane Landers seconded the motion.

**Vote: 6-0-0 (Motion approved)**

### **Legal subcommittee review**

Jane Landers and Art Azzarito spoke of getting legal counsel regarding the Board of Finance's role in case of a petition. Jane Landers contacted Attorney Nick Keppel for information regarding the petition. Jane Landers also spoke with bond counsel about inviting him to a BOF meeting to speak to the members. There was a discussion regarding different questions and what can go on a referendum.

### **Discussion of formation of subcommittees**

There was a discussion regarding the need for Board of Finance subcommittees. The board decided that the following subcommittees will be formed: Audit subcommittee- Al Mardis, Tom Wahlig and Tony Sanches. Legal subcommittee- Jane Landers, Art Azzarito and Brian Shea. Procedures subcommittee- Wes Marsh, Art Azzarito and Lucy DiRocco. Capital and Nonrecurring Fund subcommittee- Tom Wahlig, Wes Marsh and Art Azzarito and Medical subcommittee- Joe Hart, Brian Shea and Tony Sanches.

There was a discussion regarding the Board of Education Finance subcommittee whether or not it would be helpful to have a BOF member attend the meetings. It was decided that Lucy DiRocco, Tom Wahlig and Jane Landers will rotate going to the BOE Finance subcommittee meetings.

**Discussion of BOE Building Project referendum**

There was a lengthy discussion of the Board of Education Building project and the role of the Permanent Building Committee in this project. This will be an agenda item for the June BOF meeting. The Board of Education members and the Permanent Building Committee members as well as the Superintendent of Schools will be invited to attend this meeting.

**Old Business**

**Legal Update**

The legal report for the period ending April 24, 2008 was presented. Updated legal bills will be on the legal report for June. There is approximately \$39,000 left in the legal budget for the rest of the fiscal year.

**Medical Update**

The medical fund has been stable for the last three months. There have been eleven catastrophic claims this year. Jay Waterman will e-mail an updated report as soon as the numbers are available from Anthem.

**New Business**

**Budget Transfers**

Joe Hart made a motion to make the following Inter-Departmental transfer. Al Mardis seconded the motion. (Such document to be attached to the minutes of this meeting)

Joe Hart made a motion to amend the previous motion to make the transfer subject to reimbursement to the General Fund from Senior Center project funds. Jane Landers seconded the motion.

**Vote to amend motion: 6-0-0 (Motion approved)**

**Vote on motion as amended: 6-0-0 (Motion approved)**

\$'s	To Account #		\$'s	From Account #	
\$ 6,500.00	4161-334	Professional Services-consulting	\$ 1,000.00	4150-110	Finance-Salaries
			\$ 500.00	4153-337	Assessor- Audits-Per.Prop
			\$ 1,000.00	4154-331	Tax Collector-Del Tax
			\$ 500.00	4155-105	BOAA-Elected Salaries
			\$ 500.00	4163-520	General Insurance-P&C
			\$ 500.00	4164-431-6	Business Machines-Tech
			\$ 500.00	4190-345	H.R. Business Services
			\$ 500.00	4310-120	PW-Snow Personnel
			\$ 1,000.00	4450-441	Senior Services-SC Lease
			\$ 500.00	4550-343	Library-Automation
<b>\$ 6,500.00</b>			<b>\$ 6,500.00</b>		

Joe Hart made a motion to make the following Intra-Departmental transfer. Tom Wahlig seconded the motion. (Such document to be attached to the minutes of this meeting)

**Vote: 6-0-0 (Motion approved)**

\$'s	To Account #		\$'s	From Account #	
\$ 4,000.00	4215-130	Communications Center-Overtime	\$ 4,000.00	4215-112	Communications Center-Part Time Salaries
<b>\$ 4,000.00</b>			<b>\$ 4,000.00</b>		

Joe Hart made a motion to make the following Intra-Departmental transfer. Tom Wahlig seconded the motion. (Such document to be attached to the minutes of this meeting)

**Vote: 6-0-0 (Motion approved)**

\$ 22,000.00	4210-130-1	Police-Overtime	\$ 16,000.00	4210-110	Police-Salaries
			\$ 6,000.00	4210-110-1	Police Secretary Salary
<b>\$22,000.00</b>			<b>\$ 22,000.00</b>		

Joe Hart made a motion to make the following Intra-Departmental transfer. Tom Wahlig seconded the motion. (Such document to be attached to the minutes of this meeting)

**Vote: 6-0-0 (Motion approved)**

\$ 6,467.50	4220-430-1	Fire Co's Maint. & Repairs	\$ 2,367.50	4220-610	Fire Co.'s-Suppl. & Equip.
			\$ 2,000.00	4220-610-5	Fire Co.'s-Portable Equipment
			\$ 2,100.00	4220-630	Fire Co.'s-Technology
<b>\$ 6,467.50</b>			<b>\$ 6,467.50</b>		

**Year to date financial review**

Jay Waterman gave a review of the town accounts ending April 30, 2008. Mr. Waterman spoke of a temporary freeze on some accounts until June 15<sup>th</sup> when they can reassess the situation. There was a discussion of the rise in utility costs and the loss of revenue due to the real estate conveyance tax.

**Public Comment**- None

**Board Member Comments**

Al Mardis along with the other board members thanked First Selectman John Hodge for all his hard work with the Senior Center and securing the grant.

**Adjournment**

Lucy DiRocco made a motion to adjourn the meeting at 9:35pm. Al Mardis seconded the motion.

**Vote: 6-0-0 (Motion approved)**