

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

MINUTES
Board of Finance Meeting
Wednesday, December 17, 2008
7:30 PM
New Fairfield High School Library

Members present:

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

Members not present:

Al Mardis- leave of absence

Other Town Officials Present:

John Hodge, First Selectman
Ron Oliveri, Selectman
Jay Waterman, Finance Director
Ed Sbordone, Accounting Manager

Call To Order BOF Clerk Jane Landers called the meeting to order at 7:30 pm

Pledge of Allegiance

Appointments- Lucy DiRocco made a motion to appoint Art Azzarito as a full member for this meeting in Al Mardis' absence. Wes Marsh seconded the motion.

Vote: 4-0-0 (Motion approved)

(Joe Hart arrived at 7:40 and did thus did not vote on this motion)

Correspondence and Announcements

Chairman Joe Hart noted that he received an e-mail from resident Ron Graiff offering his services regarding "Plan B" for the Emergency Radio Communications System.

Public Comment- None

Approval of Minutes

Wes Marsh made a motion to approve the minutes of the November 19, 2008 regular meeting as presented. Tom Wahlig seconded the motion.

Vote: 5-0-0 (Motion approved)

(Joe Hart arrived at 7:40 and did thus did not vote on this motion)

Tom Wahlig made a motion to approve the minutes of the December 4, 2008 audit subcommittee meeting as presented. Wes Marsh seconded the motion.

Vote: 5-0-0 (Motion approved)

(Joe Hart arrived at 7:40 and did thus did not vote on this motion)

Tom Wahlig made a motion to approve the minutes of the December 5, 2008 Capital and Nonrecurring subcommittee meeting as presented. Wes Marsh seconded the motion.

Vote: 5-0-0 (Motion approved)

(Joe Hart arrived at 7:40 and did thus did not vote on this motion)

Board of Finance subcommittee reports

Policy and Procedures subcommittee-Jane Landers noted that the Policy and Procedures subcommittee met on December 17th and suggestions were made regarding Policy and Procedures. There will be future meetings of the subcommittee.

Capital and Nonrecurring subcommittee-Tom Wahlig noted that the Capital and Nonrecurring subcommittee met on December 5th and discussed the expenses and revenues for the fund. Mr. Wahlig thanked Accounting Manager Ed Sbordone for attending the meeting and shedding light on the Cap and Non account.

OPEN BUSINESS

FOI Workshop

The target day for the FOI workshop is the January 2009 meeting

Budget process discussion

Finance Director Jay Waterman noted that there has been a 3% permanent freeze on the operating budget and another 3% temporary freeze. The temporary freeze will be reevaluated depending on the January tax collections. Audit books should be available by the February BOF meeting. The budget meetings will begin on January 7th. Mr. Waterman encouraged the members of the BOF to attend the budget discussion meetings if possible. The Board of Education will have budget discussions on January 6th, 7th and 29th at 7:00pm in the High School library. There was a discussion among the members of the BOF as to areas to cut for the budget and a 0% increase for the 2009-2010 budget

NEW BUSINESS

Discussion of audit related issues

Tom Wahlig noted that the audit subcommittee met on December 4th and discussed audit related issues with the auditors from the firm of McGladrey & Pullen. There was a discussion at the subcommittee meeting regarding retiree funds. The BOF members discussed the contracts with BL Companies and O&G Industries. Mr. Wahlig thanked Al Mardis for attending the Audit subcommittee meetings.

Chairman Joe Hart asked Jay Waterman to check the legal liabilities to BL Companies and O&G Industries if there are two unsuccessful referendums regarding the school projects. Jane Landers thanked the Audit subcommittee for all their hard work.

Acceptance of Audit

Jane Landers made a motion to accept the audit for the Town of New Fairfield for the fiscal year 2007-2008 as prepared by the firm of McGladrey & Pullen. Tom Wahlig seconded the motion.

Vote: 6-0-0 (Motion approved)

Discussion of Water Project

Members of the BOF asked questions of First Selectman John Hodge regarding the town water system and potential grants for the system.

Budget Transfers

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

Vote: 5-0-1 (Motion approved-Jane Landers abstained)

\$'s	To Account #		\$'s	From Account #	
\$10,000.00	4215-130	Comm.Center Overtime	\$10,000.00	4215-110	Comm. Center-Salaries
\$10,000.00			\$10,000.00		

Tom Wahlig made a motion to make the following Inter-Departmental transfer. Jane Landers 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 #	
\$20,000.00	4161-332-3	Legal Labor	\$5,000.00	4151-336	Town Audit
			\$5,000.00	4160-260	Workers Compensation
			\$3,200.00	4450-441	Senior Center Lease
			\$3,000.00	4310-110	Public Works Salaries
			\$2,500.00	4215-110	Comm. Center Salaries
			\$1,300.00	4164-615	Postage
\$20,000.00			\$20,000.00		

Jane Landers made a motion to make the following Inter-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 #	
\$22,000.00	4160-250	Unemployment	\$22,000.00	4440-335	Counseling Services
\$22,000.00			\$22,000.00		

ONGOING UPDATES

Medical update

Jay Waterman spoke of the medical report from Anthem and noted that catastrophic claims were almost twice as much in October 2007 as they were in October 2008.

Town List of future projects update

This will be on the agenda for future meetings

Senior Center Updae

First Selectman John Hodge spoke of the STEAP Grants. There was a discussion of expenses for the Senior Center.

Town Museum District

First Selectman John Hodge noted that the architect for the Senior Center has offered to design a bridge for the Senior Center pro bono. The town is trying to set up a lease agreement to turn over to Preserve New Fairfield, Inc.

Legal update

As of November 25, 2008 there is \$66,707 available in the legal budget. There was a discussion of using the town attorney and a conflict of interest when representing elected officials. There was a discussion of getting a legal opinion on this matter and spending money on lawyers. There was a discussion of the role of town counsel in Freedom of Information complaints.

Year to date expenses review

Finance Director Jay Waterman noted that there has been a permanent 3% cut to each department and another 3% temporary budget cut. The temporary cut will be reviewed after the January tax revenue is received.

Final budget review for 2007-2008

The audit for the fiscal year 2007-2008 has been completed. There was a surplus of \$542,000 which was transferred into the General Fund.

Public comment- None

New Agenda items- None

Board member comments

Members of the BOF wished everyone "Happy Holidays"

Adjournment

Wes Marsh made a motion to adjourn the meeting at 10:09pm. Joe Hart seconded the motion.

Vote: 6-0-0 (Motion approved)