

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

**MINUTES**  
**Board of Finance Meeting**  
**Wednesday, February 17, 2010**  
**7:30 PM**  
**New Fairfield Community Room**

***Members present:***

Tom Wahlig, Chairman  
Tom Edwards  
Robert Klick  
Jane Landers  
Al Mardis  
Wes Marsh  
Tom Quigley, Alternate  
Brian Shea, Alternate

***Other Town Officials Present:***

Susan Chapman, Selectman  
Jay Waterman, Finance Director  
Ed Sbordone, Accounting Manager

**Call To Order** Chairman Tom Wahlig called the meeting to order at 7:30pm

**Pledge of Allegiance**

**Appointments**- None

**Correspondence and Announcements**

Chairman Tom Wahlig announced that he received a letter of resignation from BOF Alternate Jennifer Rogowski.

Tom Wahlig congratulated BOF member Jane Landers on becoming a grandmother

**Approval of Minutes**

Jane Landers made a motion to approve the minutes of the January 20, 2010 meeting as presented. Al Mardis seconded the motion.

**Vote: 5-0-1 (Motion approved-Tom Edwards abstained)**

Tom Wahlig made a motion to approve the minutes of the January 7, 2010 special meeting as presented. Tom Edwards seconded the motion.

**Vote: 5-0-1 (Motion approved-Wes Marsh abstained)**

**Ratification of motions made at the January 7, 2010 special BOF meeting**

Tom Wahlig made a motion to ratify the following Additional Appropriation that was made at the January 7, 2010 special BOF meeting. Al Mardis seconded the motion.

**Vote: 5-0-1 (Motion approved-Wes Marsh abstained)**

\$'s	To Account #		\$'s	From Account #	
\$50,000.00	4310-610-3	Public Works Snow Materials and Supplies	\$75,000.00	3300-056	Revenue-Special Education
\$25,000.00	4310-130	Public Works- Overtime			
<b>\$75,000.00</b>			<b>\$75,000.00</b>		

Tom Wahlig made a motion to ratify the following Inter-Department transfer of \$15,000 from various line items to Legal-Zoning that was made at the January 7, 2010 special BOF meeting. Tom Edwards seconded the motion

**Vote: 5-0-1 (Motion approved-Wes Marsh abstained)**

\$'s	To Account #		\$'s	From Account #	
\$15,000.00	4161-332-7	Legal-Zoning	\$ 5,000.00	4160-260	Unclass P&B-Workers Comp
			\$ 3,000.00	4192-110	Zoning Commission-Salaries
			\$ 2,000.00	4110-110	BOS-Salaries
			\$ 1,549.00	4162-313-3	I.A. Regional Animal Control
			\$ 1,250.00	4215-660	Comm. Center-Alert Now
			\$ 1,015.00	4290-110	Emergency Planning Salaries
			\$ 911.00	4160-220	Unclass P&B-Social Security
			\$ 275.00	4162-312	Unclass P & B-CCST
<b>\$15,000.00</b>			<b>\$15,000.00</b>		

Tom Wahlig made a motion to ratify the following Inter-Departmental transfer in the amount of \$31,000 that was made at the January 7, 2010 special BOF meeting. Jane Landers seconded the motion.

**Vote: 5-0-1 (Motion approved-Wes Marsh abstained)**

\$'s	To Account #		\$'s	From Account #	
\$31,000.00	4161-332-3	Legal Labor	\$31,000.00	4410-110	Health Salaries
<b>\$31,000.00</b>			<b>\$31,000.00</b>		

**Public Comment**- None

**Board Member Comments**- None

**Medical Update**

Finance Director Jay Waterman noted that the balance in the medical fund as of Dec. 31, 2009 is approximately \$2.3 million. The balance is about \$200,000 less than this time last year but claims are down. Mr. Waterman will contact Steve Rinaldi from Everett James, Inc. about making a presentation.

**Legal Update**

Finance Director Jay Waterman noted that the available balance as of Dec. 31, 2009 is \$80,271.00. Mr. Waterman will get more information regarding Dunham Pond.

**Capital and Nonrecurring Update**

Jay Waterman spoke of a summary of Capital and Nonrecurring lines from July 2009 through January 2010. The unappropriated fund balance for the Capital and Nonrecurring account as of January 31, 2010 is \$1,429,305.68

**Revenue update**

Finance Director Jay Waterman spoke of revenues for the town since July 1, 2009. Mr. Waterman specifically spoke of the Real Estate Conveyance tax and noted that it is 98% to the budgeted number and other Town Clerk fees are 97% to the budget so far. Mr. Waterman noted that property taxes are in line with what they should be.

**Expenses update**

Jay Waterman went over the budget lines for expenses as of January 31, 2010

**State Statutes surrounding budget line items**

Chairman Tom Wahlig spoke of a legal opinion received from Town Counsel that noted that line items can go in the negative as long as the department doesn't go into the negative. There was a brief discussion among the board members regarding this opinion.

**Town property condition report and maintenance status**

Tom Wahlig spoke of a Town Property Condition report for the town and noted that it would be a good reference point during the budget process.

**Budget Transfers**

Jane Landers made a motion to make the following Inter-Departmental transfer in the amount of \$7,500. Al Mardis seconded the motion. (Such document to be attached to the minutes of this meeting).

**Vote: 5-0-1 (Motion approved-Robert Klick abstained)**

\$'s	To Account #		\$'s	From Account #	
\$7,500.00	4450-620	Senior Center Utilities	\$7,500.00	4121-610	Probate-Materials and Supplies
<b>\$7,500.00</b>			<b>\$7,500.00</b>		

Tom Wahlig made a motion to make the following Inter-Departmental transfer in the amount of \$10,000. Wes Marsh 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 #	
\$10,00.00	4310-742	PW-Truck & Equip. M & R	\$10,000	4163-520	Gen. Ins.-Property & Casualty
<b>\$10,00.00</b>			<b>\$10,00.00</b>		

### **Submission of BOE requested budget to the BOF**

The budget books will be distributed to the BOF on Friday, February 19<sup>th</sup>.

### **Update on Emergency Communication System**

An update to the system was not provide to the BOF since the first selectmen was not present at the meeting. The board did comment that the project was brought to the BOF and the town as a high priority project with lives at risk if the radio system was not upgraded. The comment was also made that the town approved the project and now the scope of the project is being changed. What is unclear is the new timeline of the project, the new scope of the project, the potential cost impact due to the change in scope and the potential location of one of the antennas.

### **Debt Services for School Project: Interest earned on bond money**

It was decided that this will be discussed further during the budget process.

### **School Projects-Budget document and expenses tracked against budget**

There was a lengthy discussion regarding expenditures and encumbrances regarding the school building project. Members of the board asked questions of Accounting Manager Ed Sbordone regarding the project.

### **Budget meeting schedule**

The town and the BOE will present their budgets to the BOF on Saturday, March 6<sup>th</sup> at 9am at the High School library

### **Requests**

Wes Marsh spoke of a report that he requested that showed Board of Education transfers for last year and noted that it would be helpful when determining the budget for both the town and the BOE.

**Future Board Agenda Items**- It was decided that there will be a discussion of GASB45 at the March regular BOF meeting

**Board Member Comments**- None

### **Adjournment**

Wes Marsh made a motion to adjourn the meeting at 8:46pm. Al Mardis seconded the motion.

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