

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

MINUTES
Board of Finance Meeting
Wednesday, October 20, 2010
7:30 PM
New Fairfield Community Room

Members present:

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

Members not present:

Jane Landers

Other Town Officials Present:

John Hodge, First Selectman
Susan Chapman, Selectman
Jay Waterman, Finance Director
Ed Sbordone, Accounting Manager
Ed McCue, Fire Chief

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

Pledge of Allegiance

Appointments- Chairman Wes Marsh noted that Jane Landers asked that Tom Quigley be appointed to a full member in her absence

Correspondence and Announcements- None

Public Comment- None

Approval of Minutes

Al Mardis made a motion to approve the minutes of the September 15, 2010 regular meeting as presented. Tom Wahlig seconded the motion.

Vote: 4-0-2 (Motion approved)

(Wes Marsh, Al Mardis, Robert Klick and Tom Wahlig in favor)

(Tom Edwards and Tom Quigley abstained)

Budget Transfer

Wes Marsh made a motion to make the following Year-End Inter-Departmental transfer in the amount of \$32,896.87. 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 #	
\$28,422.35	4160-230	Unclass.Pay & Ben. Pension	\$32,896.87	4210-317-2	Police-Other Res. Troopers
\$22.02	4191-110	Planning Commission			
\$44.45	4191-610	Planning Commission-M&S			
\$532.45	4290-610	Emergency Plan.-M&S			
\$3,875.60	4310-421	PW-Disposal of Waste			
\$32,896.87			\$32,896.87		

There was a discussion among the board members regarding the Fire Department Budget surplus and the Fire Department Reserve Fund. Traditionally, any surplus from the Fire Department budget goes into the Fire Department Reserve Fund in order to fund equipment. There was a discussion of this procedure. It was decided that Chairman Wes Marsh will meet with Fire Chief Ed McCue (and any other members of the Fire Dept.) to discuss this procedure.

Wes Marsh made a motion to make the following Year-End Inter-Departmental transfer in the amount of \$2,281.88. Tom Edwards seconded the motion. (Such document to be attached to the minutes of this meeting)

Vote: 6-0-0 (Motion approved)

\$2,281.88	4900-304	Fire Company Reserve	0.44	4220-110	Fire Co.'s Salaries
			182.52	4220-338	Fire Co.'s-Ambulance Para
			605.46	4220-430	Fire Co.'s Building S &R
			788.72	4220-610	Fire Co.'s Dept. M & S
			114.95	4220-610-1	Fire Co.'s Supplies & Equip.
			268.12	4220-610-5	Fire Co.'s Portable Equip.
			321.67	4220-620-2	Fire. Co.'s Squantz Utilities
\$2,281.88			\$2,281.88		

Pension update

Al Mardis noted the he met with the Town Treasurer, the Finance Director and Town Counsel regarding the ordinance for the pension fund. This ordinance would establish a commission to advise the treasurer on investments regarding the pension fund. This commission would be made of the Town Treasurer, Finance Director and the First Selectman (or appointee at his discretion) and would be subject to Freedom of Information rules and minority representation. This ordinance was reviewed by Town Counsel and will be voted on by the Board of Selectman and then sent to a Town Meeting. Members of the BOF asked questions of Mr. Mardis regarding the proposed plan for the ordinance.

School building project update

Tom Edwards spoke of the building project for Meeting House Hill School and noted that everything is on track. Wes Marsh noted that he received a report of expenditures and encumbrances from Director of Management Services Craig McClain. It was decided that the board will request to have this report sent to them on a quarterly basis.

Anyone wishing for more information regarding the school building project can go to the website at: [**http://www.newfairfieldschools.org/mhh/page.php?pid=415**](http://www.newfairfieldschools.org/mhh/page.php?pid=415)

Fiscal year 2011-2012 Budget planning and discussion

There was a discussion among the board regarding the upcoming budget planning for fiscal year 2011-2012. It was noted that there are quite a few items that will affect the budget such as the decrease in state funding. Each board member gave their opinion on what amount of increase they would like to see and it was decided that the town and the BOE should come in at a 0% increase from 2010-2011. It was requested that the BOF receive a list of the specific items that were cut from the BOE budget from last year.

ONGOING UPDATES

Medical update- Finance Director Jay Waterman noted that the ending fund balance for the Medical Reserve Fund for fiscal year 2009-2010 was \$1,846,504.00. The GASB 45 Fund balance was \$273,127.00 for a total of \$2,119,631.00

Legal update- The balance in the Legal budget as of Oct. 13, 2010 is \$73,048.00. There were some questions regarding the taxation/assessment category.

Year to date expenses review- There was a discussion about Cable Broadcasting Expenses.

Current year revenue update- Finance Director Jay Waterman noted that the property tax collection rate is very high and the real estate conveyance tax is ahead of budget at this point.

Cap/Non report review- The Capital and Nonrecurring report as of Sept. 30, 2010 was given. ‘ First Selectman John Hodge spoke of the Emergency Radio Communications contract and bridges and drainage project.

Public Comment- None

Future agenda items

The Library Board would like to come to the November meeting to discuss the potential library project.

An update from the Audit subcommittee will be given at the November meeting.

Wes Marsh will contact BOE Director of Buildings and Grounds Phil Ross regarding the Capital and Nonrecurring budget for the BOE.

Board member comments

Tom Wahlig thanked Chairman Wes Marsh for all his hard work and for meeting with the various town employees.

Adjournment

Al Mardis made a motion to adjourn the meeting at 9:05pm. Tom Wahlig seconded the motion.

Vote: 6-0-0 (Motion approved)

Suzanne

**TOWN OF NEW FAIRFIELD
FISCAL 2009-2010
Year End Inter-Department Transfer**

TRANSFER TO:		\$'S	TRANSFER FROM:	\$'S	REASON:
28,422.35	4160-230		4210-317-2	32,896.87	To Properly Fund Plan
22.02	4191-110				New Secretary Training
44.45	4191-610				To Cover Final Invoices
532.45	4290-610				To Cover Final Invoices
3,875.60	4310-421				To Cover Final Invoices
2,281.88	4900-304		4220-110	0.44	Fire Co.'s - Salaries
			4220-338	182.52	Fire Co.'s - Ambulance Para
			4220-430	605.46	Fire Co.'s - Building S & R
			4220-610	788.72	Fire Co.'s - Dept. M & S
			4220-610-1	114.95	Fire Co.'s - Supplies & Equip
			4220-610-5	268.12	Fire Co.'s - Portable Equip.
			4220-620-2	321.67	Fire Co.'s - Squantz Utilities
					General Fund Balances Transferred To Fire Company Reserve
35,178.75				35,178.75	

*To be submitted at the BOS meeting on 9/23/10
To be submitted at the BOF meeting on 10/20/10*