

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

**MINUTES**  
**Board of Finance Meeting**  
**Wednesday, December 15, 2010**  
**7:30 PM**  
**New Fairfield Community Room**

***Members present:***

Wes Marsh, Chairman  
Robert Klick (arrived 7:35pm)  
Jane Landers  
Al Mardis  
Tom Wahlig  
Tom Quigley, Alternate  
Brian Shea, Alternate

***Members not present:***

Tom Edwards

***Other Town Officials Present:***

John Hodge, First Selectman (arrived 8:10pm)  
Jay Waterman, Finance Director  
Ed Sbordone, Accounting Manager  
Gail Lehman, Library Board Chairman  
Janet Hansen, Library Board member  
Linda Fox, Library Director  
JoAnn Yachulke, Children's Librarian

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

**Pledge of Allegiance**

**Appointments**- Chairman Wes Marsh noted that Tom Edwards asked that Brian Shea be appointed to a full member in his absence.

**Correspondence and Announcements**

Chairman Wes Marsh noted that he received a certified letter from a concerned parent regarding the air quality during the construction at Meeting House Hill School. This letter was also sent to the First Selectman, the Chairman of the Board of Education, the Chairman of the Planning Commission and the Chairman of the Permanent Building Committee. Mr. Marsh noted that he spoke with BOE Chairman Kim Hanson and noted that Mr. Hanson will follow up on this.

**Public Comment**- None

**Approval of Minutes**

Jane Landers made a motion to approve the minutes of the November 17, 2010 regular meeting as presented. Al Mardis seconded the motion.

**Vote: 4-0-1 (Motion approved)**

**(Tom Wahlig abstained- Robert Klick arrived at 7:35pm and did not vote on this motion)**

Al Mardis made a motion to approve the minutes of the October 21, 2010 audit subcommittee meeting as presented. Jane Landers seconded the motion.

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

Al Mardis made a motion to approve the minutes of the December 6, 2010 audit subcommittee meeting as presented. Robert Klick seconded the motion.

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

### **Library project update**

Library board chairman Gail Lehman spoke of the proposed library renovation project and noted that the board has come up with a new proposed plan to build a new library on Gillotti Road by the High School and Middle School instead of renovating the existing library. Mrs. Lehman noted that this proposal would solve the lack of sufficient parking and would alleviate the inconvenience of having to have a temporary library during construction. The library board would like to have a Town Meeting in the near future regarding this proposal.

Library Director Linda Fox showed drawings for the proposed project and noted that the building would be a one-story building similar to the Senior Center. There will be 82 parking spaces available at the new property that can also be used for overflow during High School and Middle School events. The new building would have one circulation desk and staff would be reduced through attrition. There will be multi-purpose room and some quiet study areas. The new building would meet all ADA compliance codes. BOF members asked questions of the library board regarding the project. It was noted that the library board has approximately \$300,000 to contribute to the project and would also be doing some fundraising. The library board will pay for the construction documents and expects to receive them by December 28<sup>th</sup>. Bids are expected back by the end of January and a referendum will be held soon afterwards. There were some questions about the Zoning regulations and it was noted that this will go before the Zoning board. It was noted that an article will go in the *Citizen News* regarding this plan. There was a brief discussion about potential uses for the existing library.

### **Audit subcommittee**

Wes Marsh noted that the audit subcommittee met on December 6<sup>th</sup> and December 14<sup>th</sup>. Scott Bassett from the firm of McGladrey and Pullen was present at the December 14<sup>th</sup> meeting and spoke of the 2009-2010 audit. The Town of New Fairfield is in good financial shape and has a healthy general fund. The tax collection rate for the town is 99.4%.

Wes Marsh noted that the subcommittee also spoke with Mr. Bassett regarding internal controls and the possibility of increasing the scope of the audit to include a review of certain cash accounts. Mr. Bassett will be sending the town a proposal for an "Operational Review" that will do an audit of certain cash accounts in town. This would include both the town and the BOE side of the budget. Mr. Bassett will also be sending the town a list of suggestions of ways to improve procedures for the handling of cash accounts.

Wes Marsh made a motion to accept the audit for the fiscal year 2009-2010 as prepared by the firm of McGladrey and Pullen CPA's. Al Mardis seconded the motion.

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

Wes Marsh made a motion that the Town of New Fairfield retain the audit services of McGladrey and Pullen CPA's for two additional years at the same rate as the 2009-2010 audit. Tom Wahlig seconded the motion.

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

### **Fiscal year 2011-2012 budget planning**

Wes Marsh spoke of the planning process for the 2011-2012 budget and spoke of the debt service for the school, the library project, GASB 45 and the Medical Fund and how they will affect the 2011-2012 budget. There was a discussion regarding revenue from the state.

### **ONGOING UPDATES**

#### **Medical update**

Finance Director Jay Waterman spoke of the medical fund and noted that the ending fund balance was \$2,163,341.58. This balance included the GASB 45 money that was moved from the town's surplus. Steve Rinaldi from the firm of Everett James, Inc. will be at the next regular BOF meeting in January to answer questions regarding the medical fund.

#### **Legal update**

There were no questions regarding the Legal update.

#### **Year to date expenses review**

The board went over the spreadsheet for year to date expenses.

#### **Current year revenue update**

Finance Director Jay Waterman spoke of the Zoning and Building surplus in revenue. He noted that most of the state money comes in after the first of the year. The cell tower revenue is a separate fund.

#### **Capital and Nonrecurring review**

Wes Marsh thanked Accounting Manager Ed Sbordone for providing extra details on this spreadsheet. First Selectman John Hodge spoke of the cell tower on Haviland Hollow Road.

**Public Comment**- None

#### **Future agenda items**

Steve Rinaldi from the firm of Everett James, Inc. will be at the January meeting to discuss the medical fund.

Tom Wahlig asked for a schedule for GASB 45. It was decided to wait until more information was received from Milliman.

#### **Board member comments**

Tom Quigley asked about a federal fund that would alleviate the cost of retiree medical insurance and noted that Danbury received approximately \$300,000. Finance Director Jay Waterman noted that New Fairfield has applied for this and will keep the board updated.

Board members thanked Chairman Wes Marsh for all his work. Robert Klick thanked the audit subcommittee. The board wished everyone “Happy Holidays”

**Adjournment**

Al Mardis made a motion to adjourn the meeting at 9:10pm. Tom Wahlig seconded the motion.

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