

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

MINUTES

**Board of Finance Regular Meeting**  
**Wednesday, October 19, 2011**  
**7:30 PM**  
**New Fairfield Community Room**

***Members present:***

Wes Marsh, Chairman  
Robert Klick  
Keith Landa  
Jane Landers  
Tom Wahlig  
Don Blackwell, Alternate  
Tom Quigley, Alternate  
Brian Shea, Alternate

***Other Town Officials Present:***

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

***Members not present:***

Tom Edwards

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

**Pledge of Allegiance**

**Appointments**

Robert Klick made a motion to elevate Brian Shea to a full member in Tom Edward's absence. Jane Landers seconded the motion.

**Vote: 5-0-0 (Motion approved)**

**Correspondence/Announcements**- None

**Public Comment**- None

**Approval of Minutes**

Wes Marsh made a motion to approve the minutes of the September 21, 2011 regular meeting as presented. Keith Landa seconded the motion.

**Vote: 4-0-2 (Motion approved- Robert Klick and Jane Landers abstained)**

**Budget Transfers**

Keith Landa made a motion to make the following Additional Appropriation (Town Meeting NOT required) in the amount of \$19,900. (Such document to be attached to the minutes of this meeting). Jane Landers seconded the motion.

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

\$'s	To Account #		\$'s	From Account #	
\$19,900.00	4210-130-2	Police-Private Duty OT	\$19,900.00	3400-6	Police-Private Duty Revenue
<b>\$19,900.00</b>			<b>\$19,900.00</b>		

Wes Marsh made a motion to make the following Year-End Inter-Departmental transfer in the amount of \$980.00. 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 #	
\$980.00	4161-332-7	Prof. Services- Legal Zoning	\$980.00	4160-230	Unclass-P &B-Pension
<b>\$980.00</b>			<b>\$980.00</b>		

**Update on cost of the town's emergency declaration due to Hurricane Irene**

Finance Director Jay Waterman noted that FEMA will reimburse the town 75% of qualified expenses. FEMA sets the guidelines as to what is considered a qualified expense. Mr. Waterman gave a rough estimate of a cost of approximately \$60,000 to \$65,000 to the town before reimbursement.

**Discussion on the Town's bidding process for capital items**

The board received a list of Purchasing Guidelines from the Town's Purchasing Agent Patty Mota. There was a discussion of how often these guidelines are reviewed and about timelines. Jay Waterman will check with Patty Mota and get a timeline regarding the bidding process. First Selectman John Hodge noted that all bids are available on the town's website. It was decided to attach a copy of the Policy Guidelines to the minutes of this meeting.

**Discussion of the possibility of hiring town's auditor to conduct an operational review of selected funds that receive cash**

There was a discussion among the board members about hiring the town's auditor to conduct an operational review of selected funds that routinely receive cash. The audit subcommittee discussed this with the town's auditor. It was suggested that there be a review of the Land Use and Student Activity Fund. It was decided that the Audit subcommittee will meet before the November BOF meeting and get a better idea of the scope of the review and the price.

Chairman Wes Marsh noted that a board member is needed to serve on the Audit subcommittee to replace Al Mardis.

**ONGOING UPDATES**

**Medical update-** Jay Waterman noted that the town got \$70,000 from the prescription program from Anthem and the IBNR was reduced thus the budget was \$4,000 better than budgeted. The year to date ending fund balance is approximately \$1.3 million. Mr. Waterman reminded the board that \$56,000 worth of the 2010/2011 budget surplus was voted to be put into the Medical Fund so the ending fund balance will change.

**Legal update**- Tom Quigley asked about the legal expenses pertaining to First Light vs. Town of New Fairfield and legal fees for the Zoning Board of Appeals.

**Year to date expenses review**- Jay Waterman noted that the private duty overtime for the Police Dept. was negative and a transfer was made tonight.

Tom Quigley asked about Public Works Road repair. First Selectman Hodge noted that there were some bills pending and 8.09 miles of roads have been completed so far this year. There was a discussion regarding plow trucks.

Keith Landa asked for an electronic copy of the expenses and revenue update in order to study trends.

**Current year revenue update**- Jay Waterman noted that the prior year revenue is now added to the revenue report. There was a discussion of Police Dept. private duty and student tuition for Sherman students.

**Cap & Non report review**

There was a discussion of Musket Ridge and what was encumbered through September 30, 2011.

First Selectman John Hodge noted that the new Emergency Radio Communications system is working well with 99.75% coverage.

**Public Comment**- None

**Future agenda items**- The audit subcommittee will meet and report back at the next meeting about the operational review.

It was decided to have a review of last year's budget process

**Board member comments**- The board members welcomed new alternate Don Blackwell.

The board members asked for an update on the school projects

**Executive Session**

Wes Marsh made a motion to go into Executive Session at 8:59pm for a discussion of matters which would result in the disclosure of public records or information contained therein described in subsection (b) of section 1-210 of the General Statutes and to invite First Selectman John Hodge into the Executive Session. Keith Landa seconded the motion.

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

Wes Marsh made a motion to come out of Executive Session at 9:16pm. Robert Klick seconded the motion.

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

**Adjournment**

Wes Marsh made a motion to adjourn the meeting at 9:16pm. Brian Shea seconded the motion.

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