

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

MINUTES
Board of Finance Regular Meeting
Wednesday, July 18, 2012
7:30 PM
New Fairfield Community Room

Members present:

Wes Marsh, Chairman
Doug Connelly
Tom Quigley
Michael Cammarota, Alternate

Other Town Officials Present:

John Hodge, First Selectman
Susan Chapman, Selectman
Jay Waterman, Finance Director

Members not present:

Don Blackwell
Tom Edwards
Jane Landers
Keith Landa, Alternate
Brian Shea, Alternate

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

Pledge of Allegiance

Appointments- Don Blackwell asked that Michael Cammarota be appointed to a regular member in his absence

Correspondence and Announcements- None

Public Comment- None

Approval of Minutes

Wes Marsh made a motion to approve the minutes of the June 20, 2012 regular meeting as presented. Tom Quigley seconded the motion.

Vote: 4-0-0 (Motion approved)

Wes Marsh made a motion to approve the minutes of the July 11, 2012 audit subcommittee meeting as presented. Michael Cammarota seconded the motion.

Vote: 4-0-0 (Motion approved)

Update on the FEMA reimbursement to the town due to Hurricane Irene and winter storm Alfred

Finance Director Jay Waterman noted that the town received a check in the amount of \$10,000 and an award letter in the amount of \$34,000 for Hurricane Irene. There is still no determination for winter storm Alfred.

Budget Transfers

The board received a summary of Intra Departmental and Inter Departmental transfers for the year 2011-2012.

Discussion of the resolution of the First Light Tax appeal

Chairman Wes Marsh noted that the town settled the tax appeal with First Light. As a result, First Light overpaid taxes over the last couple of years and is due a credit. Mr. Marsh noted that the approved budget for 2012-2013 anticipated a collection of taxes from First Light in the amount of \$494,000. There will be a budget freeze in order to recoup the shortfall. First Selectman Hodge noted that a letter will be sent to Department Heads notifying them of the freeze. This overpayment will affect the budget for the next two budget years. It was noted that the town will not have to pay interest on the overpayment.

First Selectman Hodge presented the following resolution for recouping the shortfall:

Pre-Payment of 2012-2013 Tax Liability	\$188,000
Municipal Aid Funding	\$107,000
Utilities	\$ 25,000
Surplus from 2011-2012	\$ 50,000
Balance not covered (freeze for 2012-2013 budget)	\$124,000

FREEZE FOR 2012-2013 BUDGET

Town \$50,000

Board of Education \$75,000

Status of Audit-subcommittee membership

Chairman Wes Marsh noted that the audit subcommittee is in need of another member due to the resignation of Robert Klick. As of the last meeting the only volunteer for this position was Alternate Keith Landa. Chairman Marsh got an opinion for Town Counsel to see if it is appropriate for an alternate to serve in this position. Mr. Marsh noted that an alternate can serve on a subcommittee only if all the regular members are asked and they specifically say they don't want to serve on the subcommittee and thus an alternate can be elevated. This will be discussed further at the next regular BOF meeting.

Auditor's Arrangement Letter to auditor services for fiscal year 2011-2012

Chairman Wes Marsh noted that the audit subcommittee met on July 11th and voted to recommend to the full board the auditor's arrangement letter for auditor services for fiscal year 2011-2012. Michael Cammarota asked about the closing of the auditor's letter that states "This communication is intended solely for the information and use of the members of the Board of Finance of the Town of New Fairfield and is not intended to be and should not be used by anyone other than the specified parties". There was a discussion as to how this would apply to Freedom of Information regulations. It was decided to accept this letter with the stipulation allowing the BOF to share information to the extent required by law.

Wes Marsh made a motion to authorize the BOF Chairman to sign the auditor's arrangement letter dated July 5, 2012 with the stipulation allowing the BOF to share information including reports to the extent required by law. Michael Cammarato seconded the motion.

Vote: 4-0-0 (Motion approved)

Discussion of auditor's Operational Review of selected cash accounts

Chairman Wes Marsh spoke of the auditor's operational review of cash accounts that was done at the BOF's request. The auditors selected a few accounts to review and had the following suggestions: There should be better software for cash accounts. (It was noted this is the best software available for this purpose). Bank Statements should be reconciled on a timely basis and checks should be cashed as soon as possible. Finance Director Jay Waterman spoke of an electronic check scanner that is now available in the Finance Dept. that scans and deposits checks immediately from the office.

ONGOING UPDATES

Medical update- None

Legal update- The estimated year-end balance as of 6/30/12 is \$27,455

Year to date expenses review- A surplus for the year is expected. Invoices will be closed out by the middle of August.

Capital and Nonrecurring-The Communications Tower has been closed out.

Public Comment- None

Future Agenda items

- Discussion of future cash operational reviews
- Audit subcommittee
- Budget surplus
- Status of Library project
- Status of school project
- Status of FEMA reimbursement from storms

Board Member comments- None

Adjournment

Tom Quigley made a motion to adjourn the meeting at 8:27 pm. Doug Connelly seconded the motion.

Vote: 4-0-0 (Motion approved)