

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

MINUTES

Board of Finance Regular Meeting
Wednesday, September 19, 2012
7:30 PM
New Fairfield Community Room

Members present:

Wes Marsh, Chairman
Don Blackwell
Tom Edwards (arrived 7:45pm)
Jane Landers
Tom Quigley
Keith Landa, Alternate (arrived 7:40pm)
Brian Shea, Alternate

Members not present:

Doug Connelly
Michael Cammarota, Alternate

Other Town Officials Present:

John Hodge, First Selectman
Susan Chapman, Selectman
Mike Gill, Selectman
Jay Waterman, Finance Director
Steve Burfeind, BOE member

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

Pledge of Allegiance

Appointments

Tom Quigley made a motion to elevate Brian Shea to a full voting member for the purpose of tonight's meeting in Doug Connelly's absence. Jane Landers seconded the motion.

Vote: 4-0-0 (Motion approved- Tom Edwards arrived at 7:45pm and did not vote on this motion)

Correspondence and Announcements- None

Public Comment- None

Approval of Minutes

Wes Marsh made a motion to approve the minutes of the July 18, 2012 regular meeting as presented. Don Blackwell seconded the motion.

Vote: 4-0-1 (Motion approved-Brian Shea abstained)
(Tom Edwards arrived at 7:45pm and did not vote on this motion)

Update on the FEMA reimbursement to the town due to storms

Finance Director Jay Waterman noted that Director of Emergency Management Jean Flynn completed all the paperwork for Hurricane Irene and submitted expenditures of approximately \$80,000 and expected to receive a reimbursement of approximately 75%. To date, the town has received reimbursement of \$52,640 and received a letter for an approximate \$24,000 to a total of approximately \$79,000.

The process for reimbursement for the second storm (Winter Storm Alfred) has just begun. The town should get four or five checks. The expenditures for this storm were approximately \$320,000 and the town is expecting a 75% reimbursement.

Budget Transfers

Wes Marsh made a motion to approve the following Year-End Inter-Departmental transfer in the amount of \$25,047.91. Jane Landers seconded the motion. (Such document to be attached to the minutes of this meeting)

Vote: 5-0-0 (Motion approved)

(Tom Edwards arrived at 7:45pm and did not vote on this motion)

<u>\$</u>	<u>Transfer To</u>		<u>\$</u>	<u>Transfer From</u>	
25,047.91	4210-317-3	Police-Resident Trooper OT	9,515.00	4160-250	Unclass P & B-Unemployment
			15,532.91	4160-260	Unclass P & B-Workers Comp.
25,047.91			25,047.91		

Wes Marsh made a motion to approve the following Year-End Inter-Departmental transfer in the amount of \$16,023.96. Jane Landers seconded the motion. (Such document to be attached to the minutes of this meeting)

Vote: 5-0-0 (Motion approved)

(Tom Edwards arrived at 7:45pm and did not vote on this motion)

<u>\$</u>	<u>Transfer To</u>		<u>\$</u>	<u>Transfer From</u>	
16,023.96	4291-610	OEM Hurricane Irene	12,420.11	4550-110	Library Salaries
			3,603.85	4163-520	General Insurance- P & C
16,023.96			16,023.96		

Wes Marsh made a motion to approve the following Year-End Inter-Departmental transfer in the amount of \$21.54. Don Blackwell seconded the motion. (Such document to be attached to the minutes of this meeting)

Vote: 5-0-0 (Motion approved)

(Tom Edwards arrived at 7:45pm and did not vote on this motion)

<u>\$</u>	<u>Transfer To</u>		<u>\$</u>	<u>Transfer From</u>	
21.54	4720-017-9	Debt Service-School Project Int.	21.54	4163-520	General Insurance- P & C
21.54			21.54		

Status of budget freezes

Finance Director Jay Waterman noted that some accounts for both the town and the BOE have been frozen. This was due to the shortfall due to a tax lawsuit settlement. The shortfall for 2011-2012 was covered by some municipal aid funding and prior year tax money.

Vote on uses of estimated surplus for BOE

Chairman Wes Marsh spoke of the budget surplus for 2011-2012 in the amount of \$436,769.75. Of this amount, \$211,744.57 is from the Board of Education and \$225,025.18 is from the town. During the budget workshops, the BOF decided that they would put \$0 in the Capital and Nonrecurring fund for the Board of Education but whatever surplus was left over from the prior year could be used for this purpose.

Wes Marsh made a motion to recommend to a Town Meeting the approval of putting the budget surplus from the BOE budget of 2011/2012 in the amount of \$211,744.57 and any remainder into the Middle School Media Center. Jane Landers seconded the motion.

Wes Marsh made a motion to amend the previous motion to state that this will be put into BOE Cap & Non # 306-4600-710.

Vote on amendment: 6-0-0

Vote on original motion as amended: 6-0-0

Vote on uses of estimated surplus for Town

Chairman Wes Marsh noted that the surplus for the town for 2011-2012 is \$225,025.18. There was a discussion of the best use of these funds and it was suggested that money be put in the Medical Reserve Fund. It was noted that the based on some catastrophic claims it is projected that the 110% Aggregate Stop Loss will be met in this fiscal year.

Wes Marsh made a motion to recommend to a Town Meeting the approval of putting the town budget surplus for 2011/2012 of \$225,025.18 and any remainder into the Medical Reserve fund #601-2530-1. Jane Landers seconded the motion.

Vote: 6-0-0 (Motion approved)

Discuss listing of budgeted cash funds

Wes Marsh spoke of a list of accounts that could possibly be audited in the future. This will be discussed in more detail at the next audit subcommittee meeting.

Status of library project

Wes Marsh noted that he spoke with Library Board Chairman Gail Lehman regarding the status of the library renovation project. The project has gone to the Planning Commission and now will go before the Zoning Commission and then the Permanent Building Committee. After this, the project will go out to bid. Bid specs are due by mid-October. The bid will be awarded in mid-November and it is hopeful that construction will begin by mid-December.

Status of school construction project

Wes Marsh noted that the Meeting House Hill School project is scheduled to be completed by January 2013. The project is approximately \$247,629 under budget.

Status of teacher contract negotiations meetings

Keith Landa spoke of the teacher contract negotiation meetings and noted that meetings have been held weekly. Topics discussed include wage structure; changes in salary stop grades and health insurance. It is hopeful that an agreement can be made without arbitration.

Appointment of new member to audit subcommittee

Wes Marsh spoke of the purpose and scope of the audit subcommittee. This subcommittee reviews the arrangement letter from the auditor and recommends the audit firm to the full board.

Chairman Marsh noted that a new member was needed to serve on the audit subcommittee due to the resignation of Robert Klick. To date, none of the full members were willing to serve on the audit subcommittee. Alternate Keith Landa volunteered to serve on the subcommittee. There was a discussion at a previous meeting as to whether or not an alternate can serve on a subcommittee. An opinion was received from Town Counsel John F. Keating and it was noted that it is permissible for an alternate to serve when all of the regular members have declined to serve.

Jane Landers made a motion to appoint Alternate Keith Landa to serve on the audit subcommittee for the Board of Finance subject to a change in circumstances regarding the declination of all the regular BOF members to serve on the subcommittee. Tom Quigley seconded the motion.

Vote: 6-0-0 (Motion approved)

ONGOING UPDATES

Medical update- None

Legal update- Tom Quigley asked about the cost of Legal Labor.

The available balance as of year-end June 30, 2012 is \$26,321

The available balance for this fiscal year as of September 12, 2012 is \$71,162

Year to date expenses review- Finance Director Jay Waterman went over the year-to-date expenses for the first 2 months of the fiscal year.

Current year revenue update Finance Director Jay Waterman went over the year-to-date revenues for the first 2 months of the fiscal year.

Cap & Non update- The unappropriated Cap & Non balance is \$513,734.12. First Selectman John Hodge noted that the BOS will do a sweep of many of these accounts in the near future.

Public Comment- None

Future Agenda items

Items that will be discussed at future meetings will be:

- Recommendations for cash funds for review
- RFP's for audit firms- audit subcommittee will discuss and bring to the full board at the Oct. meeting.
- Update on medical fund
- Vote on 2013 Calendar of meetings
- Discussion of GASB
- Discussion of budget issues for the 2013-2014 budget year.

Board member comments

Tom Quigley welcomed Keith Landa to the audit subcommittee. Wes Marsh thanked Keith Landa for agreeing to be on the audit subcommittee.

Adjournment

Don Blackwell made a motion to adjourn the meeting at 8:50 pm. Tom Edwards seconded the motion.

Vote: 6-0-0 (Motion approved)