

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

MINUTES
Board of Finance Regular Meeting
Wednesday, May 16, 2012
7:30 PM
New Fairfield Community Room

Members present:

Wes Marsh, Chairman
Don Blackwell
Doug Connelly
Jane Landers
Tom Quigley
Michael Cammarota, Alternate
Keith Landa, Alternate
Brian Shea, Alternate

Members not present:

Tom Edwards

Other Town Officials Present:

John Hodge, First Selectman
Susan Chapman, Selectman
Ed Sbordone, Accounting Manager

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

Pledge of Allegiance

Appointments- None

Correspondence and Announcements

Chairman Wes Marsh noted that he received a letter from former Selectman Monika Thiel and noted that this will be discussed later in the meeting.

Public Comment- None

Approval of Minutes

Don Blackwell made a motion to approve the minutes of the April 4, 2012 regular meeting as presented. Jane Landers seconded the motion.

Vote: 5-0-0 (Motion approved)

Update on FEMA reimbursement to the town due to winter storm Alfred

Wes Marsh noted that all the documentation for Hurricane Irene has been submitted to FEMA and the documentation for Alfred is almost complete. It is hopeful that reimbursement for both storms will be completed by mid-June. The town has already received over \$50,000 reimbursement for Hurricane Irene.

Budget Transfers

Wes Marsh made a motion to approve the following Inter-Departmental transfer in the amount of \$11,700.00. Jane Landers seconded the motion. (Such document to be attached to the minutes of this meeting)

Vote: 5-0-0 (Motion approved)

\$'s	To Account #		\$'s	From Account #	
\$10,800.00	4240-110	Building Inspector-Salaries	11,700.00	4160-250	Unclass-P & B-Unemployment
900.00		Tax Collector-Salaries			
\$11,700.00			\$11,700.00		

Discussion of letter from former Selectman Monika Thiel

Wes Marsh noted that the BOF received a letter from former Selectman Monika Thiel asking the town to reimburse her for legal expenses incurred because she hired an attorney while she was a witness in the Roe vs. Town of New Fairfield case. It was noted that Ms. Thiel was not named in the lawsuit. First Selectman John Hodge gave a background to the case and noted that the suit has since been dismissed. There was a discussion of whether or not the town should be responsible for this expense and the role of the BOF in deciding this.

There was a discussion of forensic audits and the deletion of e-mails regarding public officials.

Vote to set Mil Rate

Chairman Wes Marsh noted that the budget passed on all three accounts on May 12th. It was noted that 1427 people voted out of over 9,000 registered voters. This was approximately 300 fewer voters than last year.

Wes Marsh made a motion to set the Mil Rate for the 2012-2013 fiscal year at 24.66 Mills. Don Blackwell seconded the motion.

Vote: 5-0-0 (Motion approved)

Vote to approve Suspense list

Wes Marsh spoke of a Suspense List that the BOF receives from the Tax Collector every year. This is a list of uncollectible taxes that will be turned over to a collection agency.

Wes Marsh made a motion to approve the Suspense List for the Tax Collector for the Town of New Fairfield dated April 27, 2012 in the amount of \$38,785.94. Jane Landers seconded the motion.

Vote: 5-0-0 (Motion approved)

Update on internal control deficiencies identified in annual audit

Wes Marsh spoke of the town audit and a description of findings as well as corrective actions that will be put in place. These corrective actions satisfy the audit.

- Purchase orders were created subsequent to invoices being received- An e-mail was sent to everyone stressing that purchase commitments for the use of school funds cannot be made before the authorization process.
- A system needs to be in place in which capital asset transactions are properly recorded on a timely basis- Spreadsheets will be eliminated and a system will be in place that records additions and deletions on a timely basis.
- All cash and checks should be sent to the Finance Department on a timely basis- Bank stamps have been delivered to all departments and school offices. New remote deposit machines in the Finance Dept allows employees to deposit checks directly from the office to Union Savings Bank.

Status on auditor's operational review of designated cash accounts

Wes Marsh spoke of the special operational review of designated cash accounts that was requested by the Board of Finance. This operational review gives recommendations for cash accounts. Some suggestions were separation of responsibility and to have a formal policy for cash. It was suggested that each employee at the school store have a separate code. Suggestions for the Drop-off center included making sure that permits were not expired, possibly of having a counter at the door and possibly weighing the bags that are dropped off. Members of the BOF thought that weighing of the trash bags would create an unnecessary wait at the drop-off center.

ONGOING UPDATES

Medical update- Wes Marsh went over the Medical Reserve Fund as of March 31, 2012

Legal update- The balance in the legal fund as of May 7th is \$79,523. A transfer of \$60,000 for Taxation/Assessment was made due to a taxation case.

Year to date expenses review- Wes Marsh went over the town's expenses as of April 30th and spoke specifically about the expenses for Hurricane Irene and Winter Storm Alfred.

Current year revenue update- The property tax collection rate is 98.87%

Capital and Nonrecurring- The unappropriated fund balance is currently \$989,815. This will be reduced due to the library renovations.

Public Comment

Holly Murtha spoke of the idea about weighing garbage at the drop-off center. Ms. Murtha also spoke of the budget vote on May 12th and noted that voters should have the option of voting "no" for the budget and asking that it be increased.

Holly Murtha spoke as the Democratic Town Committee Chairman about the forensic audit and noted that it will be difficult to get candidates if they feel that their personal computers will be audited.

First Selectman Hodge congratulated the BOF on passing the budget on the first try for seven years in a row.

Future Agenda Items

It was asked to have ongoing activity regarding the audit and the actions on recommendations.

It was requested that the board receive an update on the library project.

Board Member Comments

The board members thanked everyone involved in the budget process.

Adjournment

Jane Landers made a motion to adjourn the meeting at 9:09 pm. Don Blackwell seconded the motion.

Vote: 5-0-0 (Motion approved)