

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

**MINUTES**

**Board of Finance Regular Meeting  
Wednesday, June 20, 2012  
7:30 PM  
New Fairfield Community Room**

***Members present:***

Wes Marsh, Chairman  
Don Blackwell  
Tom Edwards  
Tom Quigley  
Keith Landa, Alternate  
Brian Shea, Alternate

***Other Town Officials Present:***

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

***Members not present:***

Doug Connelly  
Jane Landers  
Michael Cammarota, Alternate

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

**Pledge of Allegiance**

**Appointments**-Jane Landers asked that Keith Landa be appointed to a regular member in her absence

**Correspondence and Announcements**- None

**Public Comment**- None

**Approval of Minutes**

Don Blackwell made a motion to approve the minutes of the May 16, 2012 regular meeting as presented. Tom Quigley seconded the motion.

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

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

Finance Director Jay Waterman noted that the town received an award letter in the amount of \$10,702.96 as reimbursement for both winter storm Alfred and Hurricane Irene. It is hopeful that

the town will received approximately \$300,000 for reimbursement for both these storms. It is hopeful that the town will have a more concrete number by the end of the month.

**Budget Transfers**- None

**Update on Library project**

Chairman Wes Marsh noted that he talked with Library Board Chairman Gail Lehman regarding the renovations to the library. The Library Board put together a bid for this project. There is no need for a separate building committee for this project. It is possible that Phase I and Phase II will go out to bid at the same time. \$300,000 was taken out of the unappropriated Cap & Non fund for this project and put into the appropriated Cap & Non fund.

**Update on auditor's operational review of designated cash accounts**

Chairman Wes Marsh spoke of the auditor's operational review and noted that he met with the auditor as well as Superintendent of Schools Dr. Alicia Roy, High School Principal Mariana Coelho, Business Manager Craig McClain and Mary Gilroy. It was decided that there will be electronic deposits of checks and more delegation of duties.

In regard to the town side it was decided that checks received in the Land Use office will be stamped immediately. There was also the suggestion of putting a counter in at the Land Use office.

There was a discussion as to whether or not cash account audits will be continued from year-to-year.

**ONGOING UPDATES**

**Medical update** Finance Director Jay Waterman noted that there have been 21 catastrophic claims so far this year. A catastrophic claim is any claim over \$50,000. As of the end of May the fund balance is approximately \$1,200,000.

**Legal update**- Jay Waterman spoke of the Legal budget. As of June 15, 2012 the available balance is \$38,954.

**Year to date expenses review**

Jay Waterman spoke of the Year-to-date expenses and noted that oil is tracked on a daily basis. The board asked questions regarding the expenses specifically oil prices and expenses due to Hurricane Irene.

**Current year revenue update**

The property tax collection rate for the town is 98.98%. There was a discussion regarding the different revenue categories and it was noted that there is a plan in place for the First Light settlement that will depend on what the settlement agreement is.

There was a brief discussion of any surplus for the year and it was noted that the BOF will decide where to put any surplus. If the BOF does not designate a fund for the surplus, it will automatically go into the General Fund.

**Cap & Non**

\$300,000 was transferred from the unappropriated Cap & Non fund to the appropriated Cap & Non fund for the library project.

**Public Comment**- None

**Future Agenda Items**

Chairman Wes Marsh noted that the board will need a volunteer for the Audit subcommittee due to the resignation of Robert Klick. Keith Landa volunteered for this position.

It was decided that the board would like to get an update on the school project, the First Light lawsuit and a list of cash account for both the town and the BOE and a list of when they were last audited.

**Board member comments** - None

**Adjournment**

Tom Edwards made a motion to adjourn the meeting at 8:31 pm. Don Blackwell seconded the motion.

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