

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

MINUTES

**Board of Finance Regular Meeting
Wednesday, October 17, 2012
7:30 PM
New Fairfield Community Room**

Members present:

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

Other Town Officials Present:

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

Members not present:

Tom Edwards

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

Pledge of Allegiance

Appointments

Chairman Wes Marsh noted that Tom Edwards appointed Michael Cammarota to serve as an alternate in his absence.

Correspondence and Announcements

Chairman Wes Marsh announced that Doug Connelly has resigned from the Board of Finance. At a special BOF meeting held immediately prior to this meeting, Keith Landa was appointed as a regular member by the remaining members of the board. He will serve in this position until the next municipal town election. Chairman Marsh thanked Mr. Connelly for his work with the BOF.

Public Comment- None

Approval of Minutes

Don Blackwell made a motion to approve the minutes of the September 19, 2012 regular meeting as presented. Jane Landers seconded the motion.

Vote: 6-0-0 (Motion approved)

Wes Marsh made a motion to approve the minutes of the September 27, 2012 audit subcommittee meeting as presented. Tom Quigley seconded the motion.

Vote: 6-0-0 (Motion approved)

Approval of 2013 calendar for Board of Finance meetings

Keith Landa made a motion to approve the calendar for 2013 as presented. Mike Cammarota seconded the motion.

Vote: 6-0-0 (Motion approved)

Update on the FEMA reimbursement to town due to storms

Finance Director Jay Waterman noted that the reimbursement for the first storm (Hurricane Irene) is not quite complete but hopefully will be closed out soon. A couple of letters were received regarding Winter Storm Alfred. A letter was received regarding an insurance claim for fire apparatus damage in the amount of \$187.50. Another letter was received regarding a claim for volunteer labor in the amount of \$6,405.75. There are still two or three more claims regarding Winter Storm Alfred that are awaiting more information.

Vote to rescind previous vote to recommend to a town meeting the approval of the BOE budget surplus

At the September 19, 2012 regular meeting of the BOF, the board voted 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. Chairman Wes Marsh noted that since then Superintendent of Schools Dr. Alicia Roy contacted him and noted that a Town Meeting was not necessary for this surplus. Chairman Marsh noted that he checked with Town Counsel who agreed that this money could be spent at the BOE's discretion and thus no Town Meeting was necessary. As a result, the board decided to rescind the original vote.

Wes Marsh made a motion to rescind the vote of the BOF to recommend to a Town Meeting the approval of the BOE budget surplus to be used for the Middle School Media Center in the amount of \$211,744.57. Jane Landers seconded the motion.

Vote: 6-0-0 (Motion approved)

Addition to agenda

Wes Marsh made a motion to add to the agenda item 10A "Discuss and possibly vote to recommend to a Town Meeting an Additional Appropriation not to exceed \$30,000 from the Unappropriated Cap & Non to the Radio Narrow Banding Project." Don Blackwell seconded the motion.

Vote: 6-0-0 (Motion approved)

Wes Marsh made a motion to add to the agenda item 10B "Discuss and possibly vote to recommend to a Town Meeting the approval of putting the 2011-2012 Town budget surplus of approximately \$300,000 and any remainder into the Medical Reserve Fund." Don Blackwell seconded the motion.

Vote: 6-0-0 (Motion approved)

Vote to recommend to a Town Meeting an Additional Appropriation from the Unappropriated Capital and Nonrecurring

Wes Marsh made a motion to recommend to a Town Meeting an Additional Appropriation not to exceed \$30,000 from the Unappropriated Cap & Non to the Radio Narrow Band Project. Don Blackwell seconded the motion.

Vote: 6-0-0 (Motion approved)

First Selectman John Hodge noted that the Federal Government has mandated that all radios must now be narrow banded. This Additional Appropriation will cover the cost of installation and upgrading of the radios.

Vote to recommend to a Town Meeting the approval of putting the 2011-2012 Town budget surplus into Medical Reserve Fund

Wes Marsh made a motion to recommend to a Town Meeting the approval of putting the 2011-2012 Town budget surplus of approximately \$300,000 and any remainder into the Medical Reserve Fund. Tom Quigley seconded the motion.

Vote: 6-0-0 (Motion approved)

Update on Audit subcommittee

Chairman Wes Marsh noted that the Audit subcommittee met on September 27th and went over the bids for six different auditing firms. The subcommittee has narrowed it down to three firms that will be invited back for presentations. A list of cash accounts was also discussed by the subcommittee for a cash review.

Discussion of Fiscal year 2013-2014 budget planning

The board discussed planning for the 2013-2014 budget for both the BOE and the Town. Five categories that comprise the budget are: Operations, GASB, Debt Service, Medical and Capital and Nonrecurring. The board spoke of non tax revenue and money to be raised by property taxes. There was a brief discussion on the effect of the First Light settlement on the Grand List. There was a request for demographic data for the schools including the number of students per grade and the number of students from Sherman. There was a discussion of percentage increase for the overall budget.

Status of library project

The library renovation project has been approved by both the Zoning Commission and the Permanent Building Committee. Bids for the project will go out this month and should be back by the end of the year. Michael Cammarota offered to contact Library Board Chairman Gail Lehman to inquire about the status of fundraising for the project.

Status of teacher contract negotiations meetings

Keith Landa noted that teacher contracts were held last Thursday.

ONGOING UPDATES

Medical update- Finance Director Jay Waterman noted that the final ending balance for 2011-2012 is \$1,046,418. The anticipated claims for the current year were approximately \$7 million. Information for September has not been received yet.

Legal update- The available balance for legal is \$66,837. There is approximately \$26,000 left over from last year.

Year to date expenses and revenue update- Finance Director Jay Waterman went over the expenses and revenue to date.

Cap & Non- Tom Quigley asked about the Musket Ridge Bridge project. First Selectman Hodge noted this project is almost completed and that there should be a surplus with the Musket Ridge and East Lake Bridge projects. It is hopeful that there will be a sweep of these two accounts and a fourth bridge on Indian Hill can be done.

Public Comment

Resident Linda Norris spoke of the budget process and noted that members of the public would like to have an open dialogue regarding the budget process and would like to see details regarding how the board determines the budget increase.

Future Agenda Items

Continuation of the 2013-2014 budget discussion and details from the audit subcommittee will be discussed at future meetings.

Board member comments

Board members welcomed Keith Landa as a full member to the board.

Adjournment

Jane Landers made a motion to adjourn the meeting at 8:45 pm. Don Blackwell seconded the motion.

Vote: 6-0-0 (Motion approved)