

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

**MINUTES**

**Board of Finance Regular Meeting  
Wednesday, February 20, 2013  
7:30 PM  
New Fairfield Community Room**

***Members present:***

Wes Marsh, Chairman  
Don Blackwell  
Keith Landa  
Jane Landers  
Tom Quigley  
Cheryl Reedy, Alternate

***Members not present:***

Tom Edwards  
Michael Cammarota, Alternate  
Brian Shea, Alternate

***Other Town Officials Present:***

John Hodge, First Selectman  
Susan Chapman, Selectman  
Jay Waterman, Finance Director  
Ed Sbordone, Accounting Manager  
Steve Rinaldi, Everett James, Inc.  
Linda Fox, Library Director  
Gail Lehman, Library Board Chairman  
Laurie Landa, Library Board 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 appoint Alternate Cheryl Reedy in Tom Edwards' absence. Jane Landers seconded the motion.

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

**Correspondence and Announcements**- None

**Public Comment**- None

**Approval of Minutes**

Don Blackwell made a motion to approve the minutes of the December 19, 2012 regular meeting as presented. Tom Quigley seconded the motion.

**Vote: 6-0-0 (Motion approved)**

**Addition to Agenda**

Jane Landers made a motion to add agenda item #6A "Approval of December 19, 2012 audit subcommittee meeting minutes". Keith Landa seconded the motion.

**Vote: 6-0-0 (Motion approved)**

Jane Landers made a motion to approve the minutes of the December 19, 2012 audit subcommittee meeting as presented. Keith Landa seconded the motion.

**Vote: 6-0-0 (Motion approved)**

**Presentation and discussion of medical plans for 2013-2014 including HSA plan**

Steve Rinaldi from the firm of Everett James, Inc. spoke of the new HSA (Health Savings Account) that has been set up for the teachers and administrators union. This is the only available plan for these employees. This is a consumer directed health plan with a high deductible that effectively causes employees to think more about health care prices and decisions. Employees receive money in an account that can be used towards health care expenses. There was a brief discussion of the amount of the deductibles for both individual and family plans.

Mr. Rinaldi also spoke of Health Care Reform and how it affects premiums and coverage. Under the new health care laws, individuals are mandated to have health insurance. Companies with over 50 employees must provide affordable health benefits to full-time employees.

Mr. Rinaldi spoke of the claim experience for this fiscal year and noted that there has been one large catastrophic claim. Despite this, claims are running pretty much as expected. There was a brief discussion of claims and also of the status of individual employees that may not be eligible for the HSA Plan.

**Budget Transfer**

Wes Marsh made a motion to make the following Inter-Departmental transfer. Don Blackwell seconded the motion. (Such document to be attached to the minutes of this meeting)

**Vote: 6-0-0 (Motion approved)**

\$	Transfer To		\$	Transfer From	
2,252.00	4162-313-3	Intergov. Agent-Reg. Animal	\$2,252.00	4160-250	Unclass. P&B Unemployment
\$2,252.00			\$2,252.00		

**Status of Library Renovation project**

Library Board Chairman Gail Lehman spoke of the status of the Library renovation project and specifically fundraising done by the library board and staff. The main objective of this project is to make the library more efficient as well as ADA compliant. The lowest bid for the Library renovation project came in at \$973,836 plus \$60,000 for the architect's fee. The Permanent Building Committee suggested that a 10% contingency fee be added to the cost of the project giving a total cost of \$1,131,219.60. A total of \$690,000 has already been received towards the total figure. This includes \$300,000 from the town and \$390,000 from the library that was raised in the past. For the renovation project, the library needs to raise \$450,000 through fundraising.

Mrs. Lehman spoke of the fundraising campaign and noted that over \$10,000 has been received to date. Methods of fundraising include a change jar in both the Adult and Children's library and selling coffee and water at the library. The library has begun a car donation program where the library will receive funds for donated cars and the donor will receive a tax write off. The car does not have to be running to be donated. A letter was sent home with school children in the elementary grades and was mailed to residents. It was noted



that a group of parents of young children have approached the Library Board and staff with ideas for fundraisers. The Library Board has also been in contact with certain foundations and corporate sponsors asking for donations. Some donors have contributed stocks and money from their IRA. There is also the possibility of the town receiving a STEAP grant for the project.

There was a discussion of the timing of the project and it was noted that according to state statute, a contract cannot be signed unless the full amount of the money is available. It was noted that the lowest bidder has agreed to hold the price for the project until June 19<sup>th</sup>.

Mrs. Lehman thanked the Board of Finance on behalf of the entire Library Board and staff.

### **Budget in Citizen News**

Chairman Wes Marsh noted that in previous years the entire budget has been published in the *Citizen News* twice during the budget process. This includes the preliminary budget and then the final budget. The cost for each publication is \$1260.00. Legally, the board is only required to publish the budget once per budget cycle. There was a brief discussion about saving taxpayer money by forgoing the publishing of the preliminary budget and only publishing the final budget. The board discussed ways to get information to residents and suggested that in lieu of the entire preliminary budget, a small advertisement including a budget summary and information about going to the town's website would be put in the *Citizen News*.

Jane Landers made a motion that the BOF publish the budget in the *Citizen News* once during the budget cycle instead of twice as was done in previous years. Don Blackwell seconded the motion.

Tom Quigley made a motion to amend the previous motion to have the BOF include a small advertisement with a summary of both the BOS and BOE budgets and reference to the website in the *Citizen News*. Jane Landers seconded the motion.

**Vote to amend motion: 6-0-0 (Motion approved)**

**Vote on motion as amended: 6-0-0 (Motion approved)**

### **Discussion of 2013-2014 budget planning**

The Board of Selectmen will vote on their budget at a special meeting on Thursday, Feb. 21<sup>st</sup> and the Board of Education will vote on their budget at their regular meeting on Feb. 21<sup>st</sup>. Presentations to the Board of Finance will be on Saturday, March 2<sup>nd</sup>. The BOS will present at 10:00am and the BOE will present at 1:00pm. The Board of Finance will meet every Wednesday in March to discuss the 2013-2014 budget.

### **ONGOING UPDATES**

**Medical update-** Jay Waterman noted that the Medical fund balance is \$129,000 higher than the prior month. There were 11 catastrophic claims this year vs. 10 catastrophic for last year. Claims are approximately \$282,000 above in claims compared from last year.

**Legal update-** Jay Waterman noted that there are some legal bills pending that have not yet been received. A transfer may be necessary by year end.

**Year to date expenses review-** The board went over expenses through January 2013. First Selectman Hodge spoke of Hurricane Sandy and noted that FEMA has changed the policy and now offers 100% reimbursement vs. 75% reimbursement from prior storms. Reimbursements for straight time may now be reimbursed instead of just overtime pay.

Current year revenue update- Jay Waterman noted that tax collections were good. The collections for Motor Vehicle supplemental tax is up from last year.

Capital and Nonrecurring- The unappropriated fund balance is currently \$552,724.57. First Selectman Hodge spoke of the progress of the Muskett Ridge Bride and the bridge on Indian Hill.

Public Comment- Library Board Chairman Gail Lehman asked about the possibility of the library borrowing surpluses from other town projects and paying it back as the library continues to fundraise.

**Future agenda items**

The Board of Selectmen and the Board of Education will present their requested budgets to the BOF on Saturday, March 2<sup>nd</sup> beginning at 10am at the Community Room at 33 Route 37. The BOF will meet every Wednesday during the month of March to discuss the budget.

**Board member comments**

Chairman Wes Marsh encouraged residents to attend the budget meetings and give their opinions.

**Adjournment**

Don Blackwell made a motion to adjourn the meeting at 9:46 pm. Keith Landa seconded the motion.

**Vote: 6-0-0 (Motion approved)**



**TOWN OF NEW FAIRFIELD**

**FISCAL 2012-2013**

**Inter-Department Transfer**

<u>\$'S</u>		<u>TRANSFER TO:</u>		<u>\$'S</u>		<u>TRANSFER FROM:</u>	
2,252.00	4162-313-3	Intergov't - Regional Animal	2,252.00	4160-250	Unclass.P&B-Unemployment		
2,252.00			2,252.00				

*Approved at the BOS meeting on 1/29/2013  
To be submitted at the BOF meeting on 2/20/2013*