

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

MINUTES
Board of Finance Regular Meeting
Wednesday, June 19, 2013
7:30 PM
New Fairfield Community Room

Members present:

Wes Marsh, Chairman
Don Blackwell
Tom Edwards
Jane Landers
Michael Cammarota, Alternate
Cheryl Reedy, Alternate

Members not present:

Keith Landa
Tom Quigley
Brian Shea, Alternate

Other Town Officials Present:

Susan Chapman, First Selectman
Mike Gill, Selectman
John Hodge, Selectman
Jay Waterman, Finance Director
Linda Fox, Library Director
JoAnn Yachulke, Children's Librarian
Gail Lehman, Library Board Chairman
Gail DeFeo, Library Board Vice Chairman
Janet Hansen, Library Board member
Laurie Landa, Library Board member
Sarah Marsh, Library Board member
Diane Welsh, Library Board member

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

Pledge of Allegiance

Appointments- Chairman Wes Marsh noted that Tom Quigley has asked that Cheryl Reedy be appointed in his absence and that Keith Landa asked that Mike Cammarota be appointed in his absence.

Correspondence and Announcements- None

Public Comment- None

Approval of Minutes

Don Blackwell made a motion to approve the minutes of the May 15, 2013 regular meeting as presented.
Jane Landers seconded the motion.

Vote: 6-0-0 (Motion approved)

Addition to agenda

Jane Landers made a motion to add Agenda item #6A "Approval of Minutes of the May 15, 2013 Audit subcommittee meeting" to the agenda. Don Blackwell seconded the motion.

Vote: 6-0-0 (Motion approved)

Approval of Minutes- Audit subcommittee

Jane Landers made a motion to approve the minutes of the May 15, 2013 audit subcommittee meeting as presented. Tom Edwards seconded the motion.

Vote: 6-0-0 (Motion approved)

Budget Transfers

There were no new budget transfers but the board discussed the budget transfers for the fiscal year 2012-2013 to date.

Library project status

Library Board Chairman Gail Lehman spoke of the Library renovation project and noted that the bids for the project formally expire today. At this point, the board is not able to sign the contract with the bidder and has not yet heard about the STEAP Grant. Mrs. Lehman noted that the library raised almost \$50,000 towards this project and thanked the town for all their support. It was noted that the "Friends of the Library" gave money to the library for seed money for the letter drive.

The Library Board met on Tuesday, June 18th to discuss options at this time. The board voted to revisit the construction of a new library on town property. It was noted that this project was sent to a referendum in February 2011 and was narrowly defeated by the taxpayers. The board spoke of the possibility of revisiting this option and discussed the pros and cons of building a new library and thought it was worthwhile to take a second look at the possibility of building a new library. It was noted that by revisiting this possibility, it does not mean that the possibility of renovating the existing library is closed. Mrs. Lehman quoted Library board member Diane Welsh noting that the Library Board is looking to be prudent in the use of funds and the building of a new library may be more cost effective in the end. Library Board member Janet Hansen noted that the ultimate goal of the Library Board is to provide a library that is easily accessible for everyone.

Members of the Board of Finance asked question regarding the status of the library project and specifically spoke of Phase I and Phase II of the project. The board asked about the parameters of the project as compared to two years ago.

Status of Corrective actions taken for a repeated significant deficiency

Chairman Wes Marsh spoke of a repeated significant deficiency regarding the creation of an invoice before a Purchase Order has been completed. Mr. Marsh noted that corrective actions have been put in place to avoid this and noted that significant progress has been made to correct this issue. A report is reviewed on a monthly basis by the Business Manager and the Superintendent of Schools. The auditors will be made aware of the corrective actions for this deficiency.

ONGOING UPDATES

Medical update- Finance Director Jay Waterman gave a status of the Medical Fund as through April 2013. Claims in April were much higher than normal but claims in May are down. The projected balance for May is approximately \$1.2 million. The Medical Plan will change to a High deductible plan as of August 1st.

Legal update- There is a credit of \$563 in the Legal Land Use.

Year to date expenses review- The biggest change in expenditures is the salary line. No more Purchase Orders can be completed until the end of the fiscal year. The town has not yet heard about commitments from FEMA regarding recent storms.

Current year revenue update- The town is on the plus side for the property tax collections. Licenses and permits have increased. Two school projects have been completed thus a letter of commitment for school construction grants is forthcoming.

Cap & Non- The board discussed the Library project and the Radio Narrow Banding project.

Public Comment

“Friends of the Library” member Mary Lou Taylor commended the New Fairfield Library staff and spoke of what an asset the library is to the community. Ms. Taylor asked about the renovation and upkeep of the library and asked that since it was a town owned building, whose responsibility should it be to maintain and renovate the building.

Future Agenda items- A review of Town Counsel’s contract will be discussed at the next meeting per Tom Quigley’s request.

Board member Comments- None

Adjournment

Don Blackwell made a motion to adjourn the meeting at 8:21 pm. Tom Edwards seconded the motion.

Vote: 6-0-0 (Motion approved)