

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

MINUTES
Board of Finance Regular Meeting
Wednesday, September 18, 2013
7:30 PM
New Fairfield Community Room

Members present:

Don Blackwell
Keith Landa
Tom Quigley
Michael Cammarota, Alternate
Cheryl Reedy, Alternate
Brian Shea, Alternate

Members not present:

Wes Marsh, Chairman
Tom Edwards
Jane Landers

Other Town Officials Present:

Susan Chapman, First Selectman
Mike Gill, Selectman
John Hodge, Selectman
Jay Waterman, Finance Director
Sean Loughran, Parks & Recreation Commission Chairman

Call To Order Tom Quigley called the meeting to order at 7:30pm

Pledge of Allegiance

Appointments- Tom Quigley noted that Tom Edwards has asked that Michael Cammarota be appointed in his absence and Jane Landers has asked that Cheryl Reedy be appointed in her absence.

Correspondence and Announcements- None

Public Comment-First Selectman Susan Chapman spoke of the purchase of Police cars and noted that the town was able to purchase two all wheel drive vehicles for the Police department. The BOS voted to purchase these vehicles at a special meeting last week. First Selectman Chapman provided the BOF with a handout describing the vehicles.

Approval of Minutes

Don Blackwell made a motion to approve the minutes of the July 17, 2013 regular meeting as presented. Keith Landa seconded the motion.

Vote: 5-0-0 (Motion approved)

Budget Transfers

Tom Quigley made a motion to approve the following Inter-Departmental transfer in the amount of \$8,362.00. Don Blackwell seconded the motion. (Such document to be attached to the minutes of this meeting.)

Vote: 5-0-0 (Motion approved)

BOF-Minutes

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Attachment-2 pages of transfers

Budget Transfers (con't)

\$	Transfer To		\$	Transfer From	
\$476.00	4120-110	Town Clerk-Salaries	\$8,362.00	4160-140	Unclass. P & B-Salary Adj.
\$1,420.00	4150-110	Finance-Salaries			
\$532.00	4153-110	Assessor-Salaries			
\$1,027.00	4154-110	Tax Collector-Salaries			
\$538.00	4192-110	Zoning Commission-Salaries			
\$1,167.00	4240-110	Building Inspector-Salaries			
\$439.00	4310-110	Public Works-Salaries			
\$1,181.00	4410-110	Health-Salaries			
\$544.00	4440-110	Social Services-Salaries			
\$544.00	4450-110	Senior Services Salaries			
\$494.00	4510-110	Recreation- Salaries			
\$8,362.00			\$8,362.00		

Tom Quigley made a motion to approve the following Inter-Departmental transfer in the amount of \$175,780.26. Keith Landa seconded the motion. (Such document to be attached to the minutes of this meeting.) **Vote: 5-0-0 (Motion approved)**

\$	Transfer To		\$	Transfer From	
\$42,965.03	4210-317-2	Police-Other Resident Troopers	\$42,965.03	4164-430-7	B.M. Systems Administration
\$64,605.46	4293-110	Hurricane Sandy-Salaries	\$30,000.00	4190-345	H.R. Business Services
			\$34,605.46	4195-620-5	Utilities-T.P. Fuel Oil
\$43,940.72	4293-610	Hurricane Sandy-M&S	\$33,000.00	4151-801	BOF-Contingency
			\$10,940.72	4550-110	Library Salaries
\$17,692.33	4294-110	Winter Storm Nemo-Salaries	\$17,692.33	4163-520	General Ins- Prop. & Casualty
\$6,251.72	4294-610	Winter Storm Nemo-M & S	\$6,251.72	4195-626	Utilities-Gasoline & Diesel
\$200.00	4720-15	Debt Service School-06 Interest	\$200.00	4195-626	Utilities-Gasoline & Diesel
\$125.00	4720-16	Debt Service School-09 Principal	\$125.00	4195-626	Utilities-Gasoline & Diesel
\$175,780.26			\$175,780.26		

Budget Transfers (con't)

There was a discussion of expenses for Hurricane Sandy and Winter Storm Nemo and it was noted that there will be some reimbursement from FEMA for these storms.

Discussion of Parks and Recreation Commission projects and fundraising

Parks and Recreation Chairman Sean Loughran spoke of capital projects for Parks & Recreation and specifically the playground.

There was a discussion of the budget for Parks and Rec. and noted that there is a Cap & Non fund and a self supporting fund used to pay for programs. The amount of revenues and expenses for the self sustaining fund is largely dependent on the time of year. Most revenues are received in April and May and most of expenses are incurred through the summer.

The Parks and Recreation Commission would like to construct the playground in two phases. The cost of the first phase is approximately \$150,000. Of this, \$80,000 will be funded from the Parks & Recreation Capital fund and \$70,000 will be funded through the Park and Recreation self supporting fund. The second phase is estimated to be about \$110,000 and it is hopeful that this can be done next year.

The other big project is to renovate the Beach House but there is not enough money in the Parks & Rec. capital account to fund this at this point. It is hopeful that this could possibly be done next year. There was a discussion of whether or not it is possible to put money from the self sustaining fund into the Parks & Rec. Capital fund.

Discussion of the 2012-2013 budget surplus status

Finance Director Jay Waterman noted that the surplus for the fiscal year 2012-2013 is estimated to be about \$500,000. This is primarily due to under spending of operating expenses and reimbursement from the storms on the revenue side. It was noted that this number has not yet been audited. The audit will begin on October 15th. The final figure will be discussed in upcoming meetings. The board briefly discussed uses for this surplus and suggestions included putting it into the Medical Reserve Fund, Capital and Nonrecurring Fund, road maintenance or the Library renovation project. The BOS will also give suggestions for uses for the surplus to the BOF.

ONGOING UPDATES

Medical update- Jay Waterman noted that the ending fund balance as of June 30th was approximately \$1,143,000 which is a little less than the budgeted number of \$1,700,000. The town will receive a rebate from Anthem in the amount of \$68,520.00.

The July claims were approximately \$645,000 and the August claims were approximately \$437,000.

The BOE started the HSA plan this year. Employees receive \$1,250.00/per year for single employees and \$2,500.00/per year for married employees. This year employees received the full amount up front. Next year, they will receive it at six month intervals. The HSA is expected to yield a \$200,000 savings over the year.

Legal update- Jay Waterman noted that the town received some legal bills that were received late. Some Intra-Departmental transfers will be available for the next BOF meeting.

Legal update (con't)

The BOF went over information sent from Town Counsel regarding what is involved in the retainer fee. Tom Quigley thanked Town Attorney Jack Keating for sending this documentation.

Year to date expenses review- Jay Waterman will provide the board with a final 2012-2013 expense review at the next meeting.

Current year revenue update- The board reviewed revenues for the first two months of the fiscal year.

Cap & Non- The unappropriated Capital and Nonrecurring balance is approximately \$552,000. The board discussed bridge and drainage projects and town properties capital projects.

There was a brief discussion of the grant for the generator for the fire house. First Selectman Susan Chapman noted that the grant application has been sent to FEMA.

Public Comment- None

Future Agenda items

The board discussed the following items for future agendas: 2012-2013 budget surplus, 2012-2013 budget transfers with true ups and an update of the HSA with consultant Steve Rinaldi.

Board members comments

Don Blackwell thanked First Selectman Susan Chapman and all those involved in putting together a wonderful 9/11 ceremony.

Cheryl Reedy thanked Parks & Rec. Chairman Sean Loughran for the very informative presentation.

Adjournment

Don Blackwell made a motion to adjourn the meeting at 8:16 pm. Keith Landa seconded the motion.

Vote: 5-0-0 (Motion approved)