

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

**MINUTES**

**Board of Finance Regular Meeting**  
**Wednesday, November 13, 2013**  
**7:30 PM**  
**New Fairfield Community Room**

***Members present:***

Wes Marsh, Chairman  
Don Blackwell  
Tom Edwards (arrived 7:34pm)  
John Hodge  
Jane Landers  
Steve Brown, Alternate  
Cheryl Reedy, Alternate

***Members not present:***

Brian Shea, Alternate

***Other Town Officials Present:***

Susan Chapman, First Selectman  
Mike Gill, Selectman  
Jay Waterman, Finance Director  
Ed Sbordone, Accounting Manager

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

**Pledge of Allegiance**

**Appointments**- None

**Correspondence and Announcements**

Board of Finance Chairman Wes Marsh welcomed new and returning members to the Board of Finance.

**Public comment**- None

**Approval of Minutes**

Don Blackwell made a motion to approve the minutes of the October 16, 2013 regular meeting as presented. Jane Landers seconded the motion.

**Vote: 3-0-1 (Motion approved-John Hodge abstained- Tom Edwards arrived late and did not vote on this item)**

**Election of Chairman**

Don Blackwell made a motion to nominate Wes Marsh to be Chairman of the Board of Finance.

Don Blackwell made a motion to close nominations for Chairman of the Board of Finance. Jane Landers seconded the motion.

**Vote: 4-0-0 (Motion approved-Tom Edwards arrived late and did not vote on this item)**

In favor of Wes Marsh for Chairman

**Vote: 4-0-0 (Motion approved-Tom Edwards arrived late and did not vote on this item)**

**Election of Clerk**

John Hodge made a motion to nominate Don Blackwell to be Clerk of the Board of Finance.

Jane Landers made a motion to close nominations for Clerk of the Board of Finance. John Hodge seconded the motion.

**Vote: 4-0-0 (Motion approved-Tom Edwards arrived late and did not vote on this item)**

In favor of Don Blackwell as Clerk

**Vote: 4-0-0 (Motion approved-Tom Edwards arrived late and did not vote on this item)**

**Budget Transfer**

Wes Marsh made a motion to approve the following Inter-Departmental transfer in the amount of \$9,471.69. Don Blackwell seconded the motion. (Such document to be attached to the minutes of this meeting.) **Vote: 5-0-0 (Motion approved)**

\$	Transfer To		\$	Transfer From	
\$8,832.69	4310-110	Public Works-Salaries	\$9,471.69	4160-140	Unclass. P & B –Salary Adj.
\$639.00	4310-130	Public Works-Overtime			
<b>\$9,471.69</b>			<b>\$9,471.69</b>		

**Discussion of Capital and Nonrecurring project closeouts**

Wes Marsh spoke of two Capital and Nonrecurring projects that have been recently closed out. One is with the Fire Department and the other is with Public Works. Any leftover funds will automatically be put in the Unappropriated Cap and Non Account.

Accounting Manager Ed Sbordone noted that the Radio banning project has not yet been closed out as more work is needed.

**Discussion of Communications tower fund balance**

Wes Marsh noted that there is money available in the Communications Tower fund. It was noted that approximately \$15,000 is needed for maintenance of the tower. The board spoke of the possibility of sweeping approximately \$45,000 into either the Unappropriated Capital and Nonrecurring Fund or the Capital and Nonrecurring Fund. It was noted that this was discussed at a recent Board of Selectmen’s meeting. The BOF decided not to vote on this item tonight but will discuss in the future.

**Discussion of 2014/2015 budget planning**

Wes Marsh presented the board with a budget worksheet showing the five main parts of the budget that include: Operating, GASB 45, Medical Insurance, Debt Service and Capital and Nonrecurring funds. This worksheet includes dollar amounts for the budget for 2012/2013 and 2013/2014 for both the municipal budget and the education budget. Another worksheet showed numbers for the 2012/2013 budget and 2013/2014 that includes the total budget and gives a breakdown of non taxpayer revenues and money to be raised from property taxes. A third worksheet showed the Mil Rate Calculation and the percentage increase from budget years 2009/2010 to 2013/2014. It was noted that the Board of Education recently received a security grant in the amount of \$175,000.00.

The board discussed possible tax increases and the budget for 2014/2015. The overall consensus of the board was to keep the percentage tax increase under 3%. This will be discussed further in upcoming meetings.

### **ONGOING UPDATES**

**Medical update-** Finance Director Jay Waterman noted that this report will be emailed to the members once received.

**Legal update-** John Hodge spoke of a lawsuit with Barbieri Painting regarding the painting of the Historic Houses. A five year warranty was given on the labor and a lifetime warranty was given for the paint. A few spots on the parsonage were starting to peel. The town settled with Sherwin Williams on the lifetime warranty for the paint and it is not expected to spend much more on the lawsuit with Barbieri Painting.

**Year to date expenses review-** The board discussed year to date expenses and specifically Police overtime. The reason for this is that the Police Department is down an officer and the troopers are picking up overtime shifts.

The board discussed overtime expenses for the Communications Center and spoke of the need for more part-time applicants.

**Current year revenue update-** Finance Director Jay Waterman noted that Real Estate Conveyance is up from last year and that student tuition from Sherman is higher than budgeted.

**Cap & Non-** The balance in the Unappropriated Capital and Nonrecurring fund is \$552,357.09. The board spoke briefly of the Library Project.

**Public comment-** None

**Future agenda items-** The board will discuss the Library Project and grant options for the renovation project at a future meeting. Other items for future agendas include the BOE Security grant, Budget Planning and the Audit subcommittee report.

### **Board member comments**

The board thanked outgoing members and welcomed new members to the board.

### **Adjournment**

John Hodge made a motion to adjourn the meeting at 8:29 pm. Tom Edwards seconded the motion.

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