

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

**MINUTES**  
**Board of Finance Regular Meeting**  
**Wednesday, August 20, 2014**  
**7:30 PM**  
**New Fairfield Community Room**

***Members present:***

Wes Marsh, Chairman  
Don Blackwell  
Michael Cammarota  
Tom Edwards  
John Hodge

Brian Shea, Alternate

***Members not present:***

Jane Landers  
Steve Brown, Alternate  
Cheryl Reedy, Alternate

***Other Town Officials Present:***

Susan Chapman, First Selectman  
Evelyn Abraham, Finance Director  
Ken Chapman, BOE member  
Susan Starr, BOE member

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

**Pledge of Allegiance**

**Appointments**

John Hodge made a motion to elevate Brian Shea to a full member for tonight's meeting in Jane Landers's absence. Don Blackwell seconded the motion.

**Vote: 4-0-1 (Motion approved- Tom Edwards abstained)**

**Correspondence and Announcements**

Chairman Wes Marsh spoke of the library renovation project and noted that they plan to go to bid in late December or early January. It was suggested inviting the library board to a BOF meeting in either September or October to give an update.

Chairman Wes Marsh noted that the auditors will be in New Fairfield in October. The audit firm of O'Connor Davies provided the BOF members with a fraud questionnaire that evaluates risk to the town. This questionnaire is completely voluntary. There was a brief discussion of the role of the BOF in evaluating the risk of fraud.

**Public Comment**- None

**Approval of Minutes**

John Hodge made a motion to approve the minutes of the July 16, 2014 regular meeting as presented. Tom Edwards seconded the motion.

**Vote: 5-0-1 (Motion approved- Don Blackwell abstained)**

### **Approval of Minutes (con't)**

Don Blackwell made a motion to approve the minutes of the July 10, 2014 audit subcommittee meeting as presented. John Hodge seconded the motion.

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

**Budget Transfers**- None

### **Update- Board of Finance liaison with NFVFD**

BOF member Michael Cammarota met with the New Fairfield Volunteer Fire Dept. on August 19<sup>th</sup> to serve as a liaison and to help go over their budget and received a report on the process. Mr. Cammarota gave his comments and noted that the Fire Dept. was very willing to work with the BOF. A copy of the Fire Department report was given to the BOF members.

It was decided to invite the Fire Department members to the September BOF meeting. Members of the BOF will read the report composed by the Fire Dept. and bring their comments to the September BOF meeting.

### **Update- BOE's administrator contract meetings- August 11<sup>th</sup> and 12<sup>th</sup>**

John Hodge noted that was unable to attend the August 11<sup>th</sup> BOE Administrator meeting and intended to attend the August 12<sup>th</sup> meeting, but negotiations were completed on August 11<sup>th</sup>. Mr. Hodge reported that he did not know the results at this point.

### **ONGOING UPDATES**

**Medical update**- The balance in the Medical Reserve is approximately \$1.6 million. It was noted that claims were down this year. Finance Director Evelyn Abraham will find out how much of this is due to the new HSA Plan.

**Legal update**- The legal budget for the year ending June 2014 is over budget by approximately \$7,000. There was a brief discussion of the reason for this and the fact that there are still some outstanding bills.

### **Year to date expenses review**

Utility prices for this year have been locked in.

### **Current year revenue update**

The revenue surplus for 2013-2014 is approximately \$408,000. There was a brief discussion of the First Light settlement. John Hodge suggested that the Finance Department check with Town Counsel on how the settlement affects revenue.

There is a total budget surplus of approximately \$569,000. The BOF will discuss and possibly vote on what to do with the surplus at the September regular meeting. A recommendation is usually received from the BOS.

### **Cap & Non**

The unappropriated fund balance for Cap & Non is \$981,692.58. There is \$50,000 encumbered for Cardinal Engineering for East Lake Box Culverts. Indian Hill Road still needs to be completed.

First Selectman Susan Chapman noted that state radios for Police cars must be replaced by next year.

**Public Comment**- None

**Future Agenda items**- Meet with New Fairfield Volunteer Fire Dept. and discussion and vote on budget surplus.

**Board member comments**- Michael Cammarota wished all students a good school year. Chairman Wes Marsh noted that he will not be present at the September meeting and asked members to decide who will chair the meeting.

**Adjournment**

John Hodge made a motion to adjourn the meeting at 8:20pm. Wes Marsh seconded the motion.

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