

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

MINUTES
Board of Finance Regular Meeting
Wednesday, October 15, 2014
7:30 PM
New Fairfield Community Room

Members present:

Wes Marsh, Chairman
Don Blackwell
Michael Cammarota
John Hodge
Jane Landers
Brian Shea, Alternate
Steve Brown, Alternate
Cheryl Reedy, Alternate

Members not present:

Tom Edwards

Other Town Officials Present:

Susan Chapman, First Selectman
Evelyn Abraham, Finance Director
Kim Hanson, Selectman
Scott Akam, BOE Chairman
Ken Chapman, BOE Vice Chairman

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

Pledge of Allegiance

Appointments

Chairman Wes Marsh noted that Tom Edwards will not be present at tonight's meeting and has appointed Brian Shea to serve in his absence.

Correspondence and Announcements-None

Public Comment- None

Approval of Minutes

Don Blackwell made a motion to approve the minutes of the August 20, 2014 regular meeting as presented. Mike Cammarota seconded the motion.

Vote: 5-0-1 (Motion approved- Jane Landers abstained)

John Hodge made a motion to approve the minutes of the September 8, 2014 audit subcommittee meeting as presented. Don Blackwell seconded the motion.

Vote: 5-0-1 (Motion approved- Jane Landers abstained)

John Hodge made a motion to approve the minutes of the October 9, 2014 audit subcommittee meeting as presented. Jane Landers seconded the motion.

Vote: 6-0-0 (Motion approved)

Budget Transfers

Wes Marsh made a motion to approve the following Year-End Inter-Department transfers for a total amount of \$36,674.15. John Hodge seconded the motion. (Such document to be attached to the minutes of this meeting) **Vote: 6-0-0 (Motion approved)**

\$	Transfer To		\$	Transfer From	
0.16	4121-610	Probate-M&S	24,926.36	4195-626	Utilities-Gasoline & Diesel
3,632.66	4150-110	Finance-Salaries	11,243.69	4195-620-5	Utilities-Town Prop.-Fuel Oil
12,137.71	4161-332-3	Prof. Services- Legal Labor	504.10	4195-622	Utilities-Street Lights
393.35	4163-520	General Ins-Prop & Casualty			
195.13	4197-110	General Land Use- Salaries			
11,675.35	4210-317-2	Police-Other Resident Trooper			
6,640.44	4215-110	Comm. Center- Salaries			
1,930.97	4220-290	Fire Co.'s Physicals			
18.97	4240-110	Building Inspector Salaries			
48.65	4460-110	Ball Pond Adv. Comm.-Salaries			
.50	4710-005	Debt Service-Town Interest			
0.26	4720-017-9	Debt Service- School Interest			
36,674.15			36,674.15		

BOF liaison with the New Fairfield Volunteer Fire Department

Mike Cammarota spoke of his meeting with the New Fairfield Volunteer Fire Department as liaison regarding their budget. Fire Department members Rich Kilinka and Ed McCue spoke of new procedures and guidelines for purchases for the Fire Department.

Fire Chief Bruce Taylor spoke of the SOP (Spending of Municipal Budget Funds) and spoke of the Fire Department's plan to move forward and not repeat challenges in the past. Mike Cammarota will give a quarterly update to the BOF regarding the Fire Department's budget.

Auditor's Accounting Manual proposal

Chairman Wes Marsh noted that the audit subcommittee met on Sept. 8th and Oct. 9th and discussed the proposed Auditor's Accounting Manual. The auditors suggested ten specific areas that the town may want to look at. The audit subcommittee narrowed this list down to five areas. The cost for the auditors to perform an audit of these five areas would total \$21,435 which includes a COSO presentation to board members and department heads. It was noted that the other five areas may be looked at sometime in the future. It is hopeful that this audit can begin in November.

There was a brief discussion of how to finance this audit and it was debated whether it should be paid for out of the 2013-2014 budget surplus or the BOF contingency fund. It was decided that it would be better to take this money out of the budget surplus.

Wes Marsh made a motion that the Board of Finance approve the following specific areas of the auditor's accounting manual proposal for a cost not to exceed \$21,435.00 to be funded out of the 2013/2014 surplus: tax collections (\$4,750); town clerk (\$4,750); purchasing and payables (\$4,750); cash investments (\$3,150); miscellaneous revenues (\$3,150); and COSCO controls presentation (\$885). Jane Landers seconded the motion.

Vote: 6-0-0 (Motion approved)

Discussion of 2013-2014 budget transfers with true ups

There was a brief discussion of the year-end true ups and the budget surplus for 2013-2014. There was a brief discussion of whether or not the entire surplus should be spent every year. First Selectman Susan Chapman spoke of the transfers and suggested uses for the surplus and gave a brief explanation.

BOE Chairman Scott Akam spoke briefly of upcoming BOE projects and referred BOF members to the BOE Capital Improvement plan.

John Hodge spoke of Cap & Non for Town Properties and suggested that the line items be consolidated into one line item instead of breaking them out. There was a discussion of the pros and cons of doing this.

Recess

Wes Marsh made a motion to go into a 5 minute recess at 8:55pm. John Hodge seconded the motion.

Vote: 6-0-0 (Motion approved)

The board came back from recess at 9:02pm.

Vote on 2013-2014 Budget Surplus

Board of Education

Wes Marsh spoke of the BOE Surplus and spoke of encumbrances from prior years. It noted that the town got an opinion from Town Counsel that prior year encumbrances cannot be put in the non lapsing BOE Cap & Non Account. This balance of these prior year encumbrances equals \$20,298.25 and should go back to the town.

Wes Marsh made a motion that the BOF approve the following transfer of \$69,607.42 (Town Meeting Not Required) from the Board of Education's 2013-2014 budget surplus to the Board of Education's non lapsing Capital Expenditures account. Don Blackwell seconded the motion. (Such document to be attached to the minutes of this meeting)- Amount subject to adjustment based on final audit results.

Vote: 6-0-0 (Motion approved)

\$	Transfer To		\$	Transfer From	
69,607.42	306-4600-710	BOE Cap & Non	24,262.57	2532-001	General Fund- Unreserved (2013-2014 Surplus)
			45,344.85	2532-001	General Fund- Unreserved (Prior year close outs)
69,607.42			69,607.42		

Wes Marsh made a motion that the Board of Finance recommend to a Town Meeting the approval of the Additional Appropriation of the 2013-2014 Town budget Surplus for a total of \$579,298.25 with any adjustment to the surplus to be appropriated to the Unappropriated Capital and Nonrecurring Fund. Don Blackwell seconded the motion.

\$	Transfer To		\$	Transfer From	
51,000.00	301-4330-412-1	Cap & Non-B&D-Hudson/Harmon	597,298.25	2532-001	General Fund-Unreserved
36,000.00	301-4330-412-1	Cap & Non-B&D-Indian Hill			
150,000.00	301-4340-7	Cap & Non-Town Prop- HVAC-PD			
50,000.00	301-4340-7	Cap & Non-Town Prop- Butler Building-DOC			
75,000.00	301-4340-7	Cap & Non-Town Prop- Green House			
25,000.00	301-4340-7	Cap & Non-Town Prop- Town Hall Septic			
13,000.00	301-4220-7	Cap & Non Fire. Co- Co. A Stretcher			
21,435.00		Accounting Manual			
175,863.25	301-4100-700	Unappropriated Cap and Non			
597,298.25			597,298.25		

John Hodge made a motion to amend the previous motion to consolidate the Cap & Non Town Property lines for the HVAC at the Police Dept, Butler Building at the Drop Off Center, Green House and Town Hall Septic into one line item for a total of \$300,000. Don Blackwell seconded the motion.

Vote to amend: 3-3-0 (Motion denied- John Hodge, Brian Shea and Don Blackwell in favor- Wes Marsh, Jane Landers and Mike Cammarota opposed)

Vote on original motion as presented: 6-0-0 (Motion approved)

ONGOING UPDATES

Medical update- The Medical fund balance is \$1,732,992.00. Wes Marsh spoke of the Medical Reserve fund.

Legal update- The Legal fund balance in \$45,311.00- First Selectman Susan Chapman spoke of ongoing legal issues.

Year to date expenses review- The board discussed seasonal workers and dispatchers.

Current year revenue update, Cap & Non- Town, Cap & Non- BOE- The board discussed these accounts to date.

Public Comment

Finance Director Evelyn Abraham noted that the Police Department Benefits have increased by 4.62% which will increase the budget by approximately \$16,000/year.

Future Agenda Items

The board will discuss the library project and the direction of the 2014-2015 budget at the November meeting.

The 2015 BOF Calendar will be presented at the November meeting.

Board member comments

Board members congratulated everyone involved in obtaining the budget surplus.

Adjournment

Don Blackwell made a motion to adjourn the meeting at 9:29pm. Mike Cammarota seconded the motion.

Vote: 6-0-0 (Motion approved)