

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

**MINUTES**  
**Board of Finance Regular Meeting**  
**Wednesday, September 16, 2015**  
**7:30 PM**  
**New Fairfield Community Room**

***Members present:***

Wes Marsh, Chairman  
Don Blackwell  
Tom Edwards  
Jane Landers  
Cheryl Reedy, Alternate  
Brian Shea, Alternate  
Anthony Yorio, Alternate

***Members not present:***

Michael Cammarota  
John Hodge

***Other Town Officials Present:***

Evelyn Abraham, Finance Director  
Susan Chapman, First Selectman  
Mike Gill, Selectman  
Kim Hanson, Selectman  
Susan Starr, BOE member

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

**Pledge of Allegiance**

**Appointments**

Chairman Wes Marsh noted that John Hodge will not be available for tonight's meeting and has appointed Cheryl Reedy to act in his place and Mike Cammarota will not be available for tonight's meeting and has appointed Anthony Yorio to act in his place.

**Correspondence and Announcements**

Chairman Wes Marsh noted that he received an email from BOE Chairman Scott Akam asking for BOF volunteers for contract negotiations. Wes Marsh will volunteer for this and Tom Edwards has volunteered to help if needed.

**Public Comment**- None

**Approval of Minutes**

Don Blackwell made a motion to approve the minutes of the July 15, 2015 regular meeting as presented. Anthony Yorio seconded the motion. **Vote: 5-0-1 (Motion approved- Jane Landers abstained)**

Jane Landers made a motion to approve the minutes of the July 9, 2015 and the July 30, 2015 audit subcommittee meetings as presented. Don Blackwell seconded the motion.

**Vote: 4-0-2 (Motion approved- Anthony Yorio and Cheryl Reedy abstained)**

**Approval of Minutes**

Cheryl Reedy made a motion to approve the minutes of the July 30, 2015 special meeting as presented. Tom Edwards seconded the motion.

**Vote: 4-0-2 (Motion approved- Anthony Yorio and Jane Landers abstained)**

**Budget Transfers**- None

**Budget Surplus**

It was noted that in the past few years, the BOE surplus has been transferred into a non-lapsing account for the Board of Education.

Cheryl Reedy made a motion to approve the following Additional Appropriation in the amount of \$49,422.47 for the Board of Education. (Town Meeting- Not required- Such document to be attached to the minutes of this meeting). Jane Landers seconded the motion.

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

\$	Transfer To		\$	Transfer From	
\$49,422.47	306-4600-710	BOE Cap & Non	\$22,762.89	2532-001	General Fund- Unreserved (2014-2015 Surplus)
			\$26,659.58	2532-001	General Fund- Unreserved (Prior Year Close outs)
<b>\$49,422.47</b>			<b>\$49,422.47</b>		

The BOS presented the BOF with their recommendations for use of the 2014-2015 surplus in the amount of \$668,590.31. The BOF decided to break out the transfer for the police department and voted to recommend to a Town Meeting an Additional Appropriation in the amount of \$285,000.00 specifically for the police. This appropriation is needed due to the increase in the amount that the state charges for state troopers that was determined after the Town budget was approved.

Cheryl Reedy made a motion to recommend to a Town Meeting the following Additional Appropriation in the amount of \$285,000.00. Anthony Yorio seconded the motion. (Such document to be attached to the minutes of this meeting)

**Vote: 5-1-0 (Motion approved- Wes Marsh opposed)**

\$	Transfer To		\$	Transfer From	
\$250,000.00	4210-317-2	Police-Other Resident Troopers	\$285,000.00	2532-001	General Fund-Unreserved
\$35,000.00	4210-317	Police-Resident State Trooper			
<b>\$285,000.00</b>			<b>\$285,000.00</b>		

There was a lengthy discussion regarding the best uses for the rest of the 2014-2015 surplus that amounts to \$383,590.31. Recommendations from the BOS included Public Works trucks and equipment and maintenance, scanning of records for the Town Clerk records and Land records, fire company reserve and Capital and Nonrecurring for the bridge and drainage for Streetscape. First Selectman Susan Chapman spoke

of the need for each item. There was a brief discussion of the surplus and whether or not the taxpayers were being overtaxed and if this should be considered during the next budget cycle.

Anthony Yorio made a motion to recommend to a Town Meeting the following Additional Appropriation in the amount of \$383,590.31. Jane Landers seconded the motion. (Such document to be attached to the minutes of this meeting)

**Vote: 5-1-0 (Motion approved- Cheryl Reedy opposed)**

\$	Transfer To		\$	Transfer From	
\$190,000.00	301-4330-742	Cap & Non-PW Trucks and Equipment	\$383,590.31	2532-001	General Fund-Unreserved
\$130,000.00	301-4120-740	Cap & Non-Town Clerk/Land Records			
\$40,000.00	4310-742	PW Trucks & Equip. Maint. & Repairs			
\$16,735.70	304-3900-740	Fire Company Reserve			
\$6,854.61	301-4330-742-1	Cap & Non-Bridge & Drainage			
<b>\$383,590.31</b>			<b>\$383,590.31</b>		

**Auditor’s engagement letter**

Wes Marsh noted that the audit firm of O’Connor Davies was selected three years ago and the Town has been happy with their work.

Wes Marsh made a motion to authorize the BOF Chairman to sign the auditor’s engagement letter dated July 1, 2015. Cheryl Reedy seconded the motion.

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

**Policies and Procedures Manual**

The Board received a copy of the proposed Policies and Procedures manual as prepared by the firm of O’Connor Davies. There was a discussion of these proposed policies and how practical they are for the Town. It was noted that these procedures may be too cumbersome for the Town and that procedures should be tailored to the Town of New Fairfield. It was decided to have the audit subcommittee meet and discuss these procedures further and will discuss further at a BOF meeting in the near future.

**Ongoing updates**

Cheryl Reedy made a motion to table the Ongoing updates until the next regular meeting. Don Blackwell seconded the motion.

**Vote: 5-0-1 (Motion approved- Anthony Yorio abstained)**

**Public Comment**- None

**Future agenda items**

Future agenda items will include a discussion of the proposed Policy and Procedures manual and the status of the BOE Capital and Nonrecurring projects.

**Board member comments**

Chairman Wes Marsh noted that he thought there was a good discussion at tonight's meeting.

**Adjournment**

Tom Edwards made a motion to adjourn the meeting at 9:13pm. Anthony Yorio seconded the motion.

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