

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

**MINUTES
Board of Finance Regular Meeting
Wednesday, July 20, 2016
7:30 PM
New Fairfield Community Room**

Members present:

Wes Marsh, Chairman
Tom Edwards
John Hodge
Anthony Yorio
Cheryl Reedy, Alternate
Brian Shea, Alternate- arrived 7:36pm

Members not present:

Michael Cammarota
Jane Landers
Rick Salem, Alternate

Other Town Officials Present:

Evelyn Abraham, Finance Director
Ed Sbordone, Accounting Manager/BOE member
Samantha Mannion, BOE member
Rich Kalinka, Fire Dept.

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

Pledge of Allegiance

Appointments- Mike Cammarota was not available for this meeting and appointed Cheryl Reedy to serve in his absence. Jane Landers was not available for this meeting and appointed Brian Shea to serve in her absence.

Correspondence and Announcements-None

Public Comment- None

Approval of Minutes

Anthony Yorio made a motion to approve the minutes of the June 15, 2016 regular meeting as presented. John Hodge seconded the motion. **Vote: 5-0-0 (Motion approved-Brian Shea arrived late and did not vote on this motion)**

Budget Transfers

Wes Marsh made a motion to approve the following Inter-Departmental transfer in the amount of \$10.26. Anthony Yorio seconded the motion. (Such document to be attached to the minutes of this meeting).

Vote: 5-0-0 (Motion approved-Brian Shea arrived late and did not vote on this motion)

\$	Transfer To		\$	Transfer From	
\$10.00	4720-12-99	Debt Service-School Bonds Interest	\$10.26	4150-610	Finance- M&S
\$0.26	4720-17-9	Debt Service-School Project Interest			
\$10.26			\$10.26		

New Fairfield Fire Department end of year budget

Rich Kalinka from the New Fairfield Fire Department spoke of the Fire Department budget and noted that the Fire Department spent 98.9% of their budget for the year ending June 30, 2016. The Fire Department met with BOF member Mike Cammarota on a regular basis over the year to make sure the budget was on track.

Mr. Kalinka asked about any surplus from the year being swept into the Fire Department Reserve Fund. Chairman Wes Marsh noted that they should check with the Board of Selectmen regarding this.

Members of the BOF thanked the Fire Department for their hard work and diligence for keeping within their budget.

Discussion of Fund 206 restricted funds policy

Chairman Wes Marsh spoke of restricted Fund 206 for the ELC (pre-school) program in New Fairfield Schools and reviewed the request by the BOE to not credit any portion of the approximately \$82,000 remaining in Fund 206, pre-school program as of June 30, 2016 to the BOE salary operating budget for fiscal year 2015-2016. The BOE wanted to use these funds to pay for hiring an additional special education teacher in the next FY 2016-17 budget for the ELC program.

That request was just recently cancelled by an email from the BOE's business manager dated July 15th, which is appropriate since the action requested in the BOE's previous note dated June 30th cannot be done. The money collected in Fund 206 is restricted for specific purposes and thus must be used to reimburse salary operations first in the current FY. Wes Marsh offered as an alternative solution that the BOE ask the BOF not to transfer the whole balance of the FY 2015-2016 budget surplus to Cap & Non and ask for an additional

appropriation to the Board of Education's 2016-2017 operating budget to cover the teacher's salary. This would need to be approved at a town meeting.

It was suggested that the BOF audit subcommittee ask for a more specific explanation of all the town's restricted funds during next year's audit.

Discussion and vote on membership for the District Insurance Advisory Committee

Chairman Wes Marsh spoke of an email he received from Superintendent of Schools Dr. Alicia Roy regarding the possibility of forming a District Insurance Advisory Committee to understand and address health insurance issue regarding the Board's health insurance plan. This committee would be comprised of representatives from several groups in town. The Board of Finance was asked whether or not they wanted to send a representative to this committee.

It was noted that this contract is not negotiable once signed. There was a lengthy discussion of the negotiations and it was noted that the contract will not be reopened. The length of this contract is for three years. There was a discussion of the consequences of sending a BOF representative to this committee. Some members of the Board of Finance expressed concern that if there is no BOF representative present they might not get accurate or sufficient information.

Wes Marsh made a motion to NOT send a Board of Finance representative to the District Insurance Advisory committee. Tom Edwards seconded the motion.

Brian Shea made a motion to amend the previous motion to instead send a representative to address concerns but with the understanding that the contract will NOT be reopened. Tom Edwards seconded the motion.

Vote to amend motion: 5-1-0 (Motion approved- Wes Marsh opposed)

Vote on motion as amended: 4-2-0 (Motion approved- John Hodge and Wes Marsh opposed)

Chairman Wes Marsh noted that an alternate can serve on a subcommittee as long as no regular members are available.

Board of Education/Superintendent's actions: Re: HSA Funds

Chairman Wes Marsh spoke of Memo of Understanding that has been signed by the Superintendent of Schools and the NFEA President that agrees to pay all the HSA monies on July 1st for the 2016-2017 year. This agreement applies to this year only. The original agreement was that HSA money would be paid quarterly. There was a discussion among the BOF members and it was decided that this was strictly a Board of Education issue and the BOF has no purview over this issue.

Board of Education Business Operations subcommittee

Cheryl Reedy gave a summary of the June 16, 2016 Board of Education Business Operations subcommittee meeting. The parking lot project at Consolidated School will not be done this summer due to issues with the permit process. The MHHS project has not been closed out due to the Notice of Violation on the pre-treatment plant.

Budget presentation guidance 2017-2018

The Board discussed budget preparations for 2017-2018 and decided to ask for the last year years of actual budget numbers and also actual numbers for capital projects as well as payroll and nonpayroll actual numbers and attrition numbers. The Board would also like to see results of performance objectives to see measurable results of money spent. There was a suggestion of putting expenditures on a spreadsheet. It was decided to invite School Business Manager Craig McClain to the September BOF meeting.

ONGOING UPDATES

Medical update- No report

Legal update- Most of the 2015-2016 invoices are in.

Year to date expenses review- The Police Department actual budget was \$44,000 less than budgeted.

Current year revenue update- The Town received a distribution in the amount of \$28,000 from CIRMA. LOCIP money was received and interest income will go up for next month. Another payment for EMS will be received.

Cap & non- Finance Director Evelyn Abraham will ask the BOS about sweeping the Town Capital Properties Balance and will ask about the undesignated Capital Fund Balance. The library will reimburse the town for expenditures for the library renovation once cds mature.

Public Comment- None

Future agenda items- The Board will discuss the 2015-2016 surplus, the 2017-2018 budget and the restricted funds account at upcoming meetings.

Board member comments- Members of the Board of Finance thanked the Fire Department for their diligence with their budget.

August 2016 Board of Finance meeting

Tom Edwards made a motion to cancel the scheduled BOF meeting of August 17, 2016. Brian Shea seconded the motion.

Vote: 6-0-0 (Motion approved)

Adjournment

John Hodge made a motion to adjourn the meeting at 8:56pm. Tom Edwards seconded the motion.

Vote: 6-0-0 (Motion approved)