

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

MINUTES

Board of Finance Regular Meeting
Wednesday, September 21, 2016
7:30 PM
New Fairfield Community Room

Members present:

Wes Marsh, Chairman
Michael Cammarota
Tom Edwards
John Hodge
Jane Landers
Anthony Yorio
Cheryl Reedy, Alternate
Brian Shea, Alternate
Rick Salem, Alternate

Other Town Officials Present:

Evelyn Abraham, Finance Director
Dr. Alicia Roy, Superintendent of Schools
Steve Burfeind, BOE Chairman
Susan Chapman, First Selectman
Kim Hanson, Selectman
Craig McClain, School Business Manager
Tim Smith, Town Mechanic

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

Pledge of Allegiance

Appointments- None

Correspondence and Announcements

Chairman Wes Marsh spoke of a letter that he received a letter from the Planning Commission that will be discussed later at this meeting.

Chairman Wes Marsh spoke of a questionnaire from the auditors for the members of the BOF regarding their role with overseeing risk of fraud. This questionnaire is strictly voluntary and names do not have to be put on the form.

Public Comment

Craig David Rosen spoke of the Youth Commission in town which will be starting again and suggested that a Youth/Rec center be built in town possibly using the money from this year's surplus.

John Hodge spoke in response to this proposal and noted that although there is a need for a Youth/Rec center in town, there is a more pressing need for an auditorium. He suggested that Mr. Rosen do some more research regarding the center.

Approval of Minutes

Anthony Yorio made a motion to approve the minutes of the July 20, 2016 regular meeting as presented. John Hodge seconded the motion. **Vote: 4-0-2 (Motion approved-Michael Cammarota and Jane Landers abstained)**

Budget Transfers

Wes Marsh spoke briefly about the budget surplus from the BOE and noted that practice of putting this surplus into the BOE Capital and Nonrecurring.

Wes Marsh made a motion to approve the following Additional Appropriation-(Town Meeting NOT required) in the amount of \$232,405.94. 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	
\$232,405.94	306-4600-710	BOE Cap & Non	\$226,517.27	2532-001	General Fund-Unreserved (2014/2015 Surplus)
			\$5,888.67	2532-001	General Fund-Unreserved (Prior Year Close outs)
\$232,405.94			\$232,405.94		

There was a lengthy discussion of the BOS budget surplus both of expenses and revenues and the optimum percentage of the budget that should be in the General Fund. There was a suggestion of making a policy to allow departments that have a surplus to request money back. Other suggestions for the surplus included the Medical Reserve Fund, Public works trucks, cars and equipment, Candlewood Lake studies and Town vehicles.

First Selectman Susan Chapman spoke of the BOS requested uses for the surplus. Town Mechanic Tim Smith spoke of the condition of the town vehicles and gave a brief presentation including pictures of the existing town vehicles.

There was a discussion of the General Fund and it was decided that approximately \$122,000 of this year's surplus should be put in the General Fund.

Wes Marsh made a motion to recommend to a Town Meeting the approval to make the following Additional Appropriation from the 2015-2016 town budget in the amount of \$299,655.44 with any adjustment to the surplus to appropriated to the unappropriated capital and nonrecurring. John Hodge seconded the motion. **Vote: 6-0-0 (Motion approved)**

\$	Transfer To		\$	Transfer From	
\$4,655.44	304-3900-740	Fire Co. Reserve	\$299,655.44	2532-001	General Fund-unreserved
\$220,000.00	301-4330-742	Cap & Non- PW Trucks & Equip			
\$25,000.00		Cap & Non- Police cars & equip			
\$30,000.00		Cap & Non- Lake Studies			
\$20,000.00		Cap & Non- Town vehicles			
\$299,655.44			\$299,655.44		

Discussion of Restricted Funds

John Hodge made a motion to table the discussion of restricted funds until the October BOF meeting. Anthony Yorio seconded the motion. **Vote: 6-0-0 (Motion approved)**

BOE Business Operations subcommittee meetings

John Hodge reported that he attended the August BOE Business Operations subcommittee meeting and noted that there were no year-end transfers. Any money left over went into the year-end surplus.

Cheryl Reedy reported that she attended the September BOE Business Operations subcommittee meeting and noted that the BOE paid the pension money and the GASB money to the treasurer in the beginning of the fiscal year instead of the end of the fiscal year in order to earn interest. Most of the staff has been hired for the 2016-2017 fiscal year. Building projects for the last 20 years are still open and must be closed out. Business Manager Craig McClain is working to remedy this.

Discussion of the 2017-2018 Budget Presentation guidance

The Board discussed guidance for the BOS and the BOE for next year's budget workshops and offered the following suggestions:

- 3 year history of voter approved vs. actual spent
- 3 year history of non-payroll budget expenditures
- Department budget expenditures- voter approved vs. actual
- Capital Improvements- 3 year history- planned and accomplished
- Attrition- 3 year history
- Performance objectives

There was a discussion of a memorandum by the Superintendent of Schools giving the HSA money up front.

The Board asked that the BOS provide a list of priorities that were cut from the budget but feel are necessary as well as the numbers for the Elderly Tax credit.

Board of Finance participation in the Plan of Conservation and Development

Wes Marsh spoke of the Plan of Conservation and Development for the Planning Commission and noted that it was over 140 pages with over 100 goals and objectives. It was noted that 13 of these goals involve the Board of Finance. There was a brief discussion of the POCD and it was the consensus of the BOF that it was cumbersome. There was a discussion of the role of the BOF regarding the POCD and it was noted that they are not a policy board and it should be brought to the Board of Selectmen.

ONGOING UPDATES

Medical update- There is a \$2.94 million fund balance.

Legal update- Legal bills stayed within budget for the year.

Year to date expenses review- Discussed surplus and noted that the Police expenditures came down over \$100,000.

Current year revenue update- Three major revenue generators included interest income, reconveyance and paramedic billing.

Cap & Non update- None

Public Comment

Laura Consiglio spoke of a video made regarding the current status of New Fairfield Schools and a response video made by John Hodge and BOE member Susan Starr.

Future agenda items

The following items will be discussed at a meeting in the near future- Restricted funds, budget guidance and policy for surplus.

Board member comments

Brian Shea noted that the Health Insurance Advisory committee met today and a survey was given that will help to answer concerns regarding the insurance plan.

Michael Cammarota spoke in response to Mr. Rosen's public comment regarding the Youth and Recreation center and suggested that he do some research regarding what would be entailed with building a Rec center and suggested he research Rec centers from surrounding towns.

John Hodge spoke of the response video and assured everyone that he did not represent the Board of Finance at any time during this process.

Cheryl Reedy encouraged Craig David Rosen to continue researching ideas for a Rec center.

Wes Marsh noted that he appreciated the discussion of the surplus and felt it was going in the right direction.

John Hodge noted that the Candlewood Lake Authority had a surplus this year.

Adjournment

John Hodge made a motion to adjourn the meeting at 9:31pm. Anthony Yorio seconded the motion.

Vote: 6-0-0 (Motion approved)