

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

MINUTES
Board of Finance Regular Meeting
Wednesday, October 19, 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
Rick Salem, Alternate
Members not present:
Brian Shea, Alternate

Other Town Officials Present:

Evelyn Abraham, Finance Director
Susan Chapman, First Selectman
Mike Gill, Selectman

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

Pledge of Allegiance

Appointments- None

Correspondence and Announcements- None

Public Comment- None

Approval of Minutes

Wes Marsh made a motion to amend the minutes of the September 21, 2016 regular meeting to change the amount in the discussion of the General Fund on page 2 from approximately \$122,000 to approximately \$364,000. John Hodge seconded the motion.

Vote: 6-0-0 (Motion approved)

Wes Marsh made a motion to approve the minutes as amended. Jane Landers seconded the motion.

Vote: 6-0-0 (Motion approved)

Budget Transfers- None

Discussion of General Fund policy/guidance

Chairman Wes Marsh spoke of the budget surplus and the possibility of creating a policy for the General Fund in order have consistency from year to year. Mr. Marsh spoke of guidelines given by the auditors

and GFOA. It was noted that the unassigned fund balance should equal two months of the budget expenditures (16%). Currently, New Fairfield is at 11.93% and the average in Connecticut is about 10%. Mr. Marsh noted some mitigating factors that New Fairfield has that may not require the full two months.

There was a discussion of the pros and cons of moving money from the Medical Reserve Fund into the General Fund. The BOF discussed having 2 months of expenditures in reserve and how many other towns have the same goal. It was the consensus of the BOF to have at least 2 months expenditures in the General Fund

There was a discussion of rewarding the Town and the BOE for having a surplus and it was the consensus of the board that 100% of revenue surplus should go into the General Fund. Chairman Wes Marsh will write up a policy regarding this that will be voted on at the next BOF meeting.

Discussion of Restricted Funds

Chairman Wes Marsh spoke of restricted funds (special revenue funds). Monies in these funds are restricted to a particular use. It was noted that it is possible that some of these funds are no longer restricted and may be able to be moved to the General Fund. There was a discussion of the basis for these restrictions and what is restricted through a Town Meeting. It was decided that Chairman Marsh will work with Finance Director Evelyn Abraham and with the Town's auditor to review these funds.

Discussion of 2017-2018 Budget presentation guidance

Wes Marsh spoke of the items needed for the budget presentation. It was decided to get a three year history of budgeted numbers vs. actual numbers. This will be discussed further at the next meeting.

ONGOING UPDATES

Medical update- The current balance is approximately \$2.8 million

Legal update- The current balance is \$70,033.00

Year to date expenses review- No discussion

Current year revenue update- 54.39% of taxes have been raised so far this year. Balances for permits have increased.

Cap & Non- The Creamery has been demolished. The BOF briefly reviewed ongoing projects.

Public Comment- None

Future Agenda items- The following will be discussed at the next meeting: Status of the General Fund policy and the restricted funds and a discussion of the budget presentation guidance.

Board member comments- Cheryl Reedy reminded everyone that there will be a "Take Back Prescription Drug" day this Saturday, October 22nd at the Police Department.

Wes Marsh thanked everyone for their input with tonight's discussions.

Adjournment

John Hodge made a motion to adjourn the meeting at 9:08 pm. Jane Landers seconded the motion.

Vote: 6-0-0 (Motion approved)