

**FINAL
BROOKFIELD BOARD OF FINANCE REGULAR MEETING MINUTES
WEDNESDAY, OCTOBER 12, 2011
BROOKFIELD HIGH SCHOOL MEDIA CENTER
7:30PM**

- I. **CALL TO ORDER:** Chairman B. Belden called the meeting to order at 7:30pm, starting with the Pledge of Allegiance.
Present for the Board: Chairman Belden, Vice Chairman Agard, Secretary Jaffe, J. Tomaino, and J. Friedrich.
Also Present: Selectman Lasser (filling in for the First Selectman), Town Controller Wahlberg and members of the public.
Absent Member: B. Tinsley
- II. **APPROVAL OF MINUTES:** A motion was made by Secretary Jaffe, seconded by J. Friedrich, to approve the minutes from the September 14, 2011 Board of Finance Regular Meeting as written. The motion passes 4-1; with Vice Chairman Agard abstaining.
- III. **COMMUNICATIONS AND CORRESPONDENCE:** Secretary Jaffe reported that the Board received correspondence from Bob Serratti.
- IV. **PUBLIC COMMENT:** None
- V. **REPORT OF THE FIRST SELECTMAN:** Selectman Lasser stated that at a Town Meeting, Brookfield residents approved the date of November 8, 2011 for a referendum vote on the Southern Federal Road Water Line. This matter will be listed as a separate question on the same ballot that will include municipal candidates.

Also discussed was the flooding issue at Meadowbrook Manor. Selectman Lasser stated that this area has experienced flooding for many decades but had fallen off of the capital projects list years ago. Selectman Lasser informed the Board that while there was no action to be taken at this time, the Board should anticipate a request to deal with the issue in the future.

- VI. **NEW BUSINESS:** A motion was made by Secretary Jaffe, seconded by Vice Chairman Agard; to “approve a BOS action to appropriate \$75,000, funding to come from a Small Town Economic Assistance Program STEAP grant that the town has already received to develop a detailed redevelopment plan and appropriate policy to guide future private and public sector investments and provide direction for municipal regulatory activities in the Town Center District. Motion was passed unanimously.

VII. OLD BUSINESS:**a. Consideration of restructuring/consolidation of pension funding accounts (tabled at 8/10/11 meeting):**

Controller Wahlberg stated that he will meet with A. Colley, Director of Technology and Business Operations, to discuss this agenda item and report to the Board at its next regularly scheduled meeting on November 9, 2011.

VII. OLD BUSINESS(continued):**b. Protocol for determining salaries of elected officials (from 2011 Budget discussion, May meeting):**

Secretary Jaffe made a motion, seconded by J. Friedrich, to accept this agenda item as a first reading. Motion was passed unanimously.

VIII. ANNUAL CALENDAR EVENTS:**a. Capital Projects Update:****Requests to close out itemized Non-Bonded and Bonded Capital Projects as approved by the BOS 10/3/11.**

A motion was made by Secretary Jaffe, seconded by J. Friedrich, to accept the requests to close out itemized Non-Bonded and Bonded Capital Projects as approved by the BOS 10/3/11. Motion was passed unanimously. The members of the Bylaws Committee will meet with Controller Wahlberg to discuss ways to improve the accuracy and clarity of the newly developed quarterly capital projects report.

b. Preliminary audit update include calendar for upcoming audit and initial release (Dec):

Controller Wahlberg stated that he will speak with the auditors and obtain specific dates and communicate a schedule to the Board. A preliminary audit report is expected to be available for the December 14, 2011 BOF Regular Meeting.

IX: REPORT OF THE FINANCE DIRECTOR:**a. Review of the September 2011 Financial Reports:**

Controller Wahlberg stated that on the revenue side property taxes are slightly ahead of last year. He also stated that there are no changes in intergovernmental.

Controller Wahlberg reported that Land Use is slightly down due to the lack of permits being issued. Town Clerk's revenue is down due to real estate sales resulting in non-collection of recording fees and conveyance fees. Controller Wahlberg reported that on the expense side general government is running as the prior year. He also stated that because of Hurricane Irene, public recreation, works and safety has been affected. Public Works has sustained expenses from the storm

for calling in outside help and extra materials. Controller Wahlberg said that when all costs are reported to him, he will contact FEMA and apply for assistance.

X: REPORTS:

a. BOF Audit Committee:

Update. Second reading & approval of Statement of Purpose:

This agenda item was tabled until the BOF Regular Meeting on November 9, 2011.

X: REPORTS(continued):

b. BOF Bylaws Committee:

Update. Second reading & approval of Statement of Purpose:

Add tick list in 3 areas (discussed at May, 2011 meeting). First Reading.

A motion was made by Secretary Jaffe, seconded by Vice Chairman Agard, to approve this agenda item as a second reading and approve the Statement of Purpose. Motion was passed unanimously.

c. Retirement Benefits Advisory Committee (BOF representative B. Belden)

Update. BOF rep to Retirement Benefits Advisory Committee:

Chairman Belden stated that the transition between Sun Life and Wells Fargo was close to completion. He also stated that all pensioners will receive a letter highlighting changes and also including a hot line number to call with any questions.

XI: OTHER ITEMS TO COME BEFORE THE BOARD: Secretary Agard and J. Friedrich shared with the Board their recent participation in the CCM annual meeting. They visited various booths and obtained literature to share with the Members.

Howard Lasser encouraged all to attend "The Best of Brookfield." This event will be held at the Candlewood Inn on October 13, 2011 from 4:00pm-8:00pm.

XII. PUBLIC COMMENT: None

XIII. ADJOURNMENT: A motion was passed by Secretary Jaffe, seconded by Vice Chairman Agard to adjourn the meeting. Motion was passed unanimously. The meeting was adjourned at 9:00pm.

