

FINAL
BROOKFIELD BOARD OF FINANCE REGULAR MEETING MINUTES
WEDNESDAY, NOVEMBER 9, 2011
BROOKFIELD HIGH SCHOOL MEDIA CENTER
7:30PM

1. **CALL TO ORDER:** Vice Chairman Agard called the meeting to order at 7:30pm, starting with the Pledge of Allegiance.
Present for the Board: Vice Chairman Agard, Secretary Jaffe, J. Tomaino and J. Friedrich.
Also Present: First Selectman Davidson and Controller Wahlberg
Absent Members: Chairman Belden and B. Tinsley

2. **APPROVAL OF MINUTES:** A motion was made by R. Jaffe, seconded by J. Friedrich, to approve the minutes from the October 12, 2011 Board of Finance Regular Meeting as written.
Motion was passed unanimously.

3. **COMMUNICATIONS AND CORRESPONDENCE:** Secretary Jaffe reported that no communications or correspondence has been received.

4. **PUBLIC COMMENT:** None

5. **REPORT OF THE FIRST SELECTMAN:** First Selectman Davidson stated that all Brookfield residents have had their power restored as of Tuesday, November 8, 2011 between 7:00- 7:30pm. He also stated that there is extensive clean up to be completed in the Town.

6. **NEW BUSINESS:** None

7. **OLD BUSINESS:**
 - a. **Consideration of restructuring/consolidation of pension funding accounts-update from**
Town Controller Wahlberg:
Controller Wahlberg stated that he spoke with A. Colley, Board of Education, Director of Business and Technology Operations, and the BOE recommendation on pension funding accounts is to keep as is. Secretary Jaffe stated that there is a joint statement with the Board of Education, Board of Finance, and the Board of Selectmen, and it is the intention of all Boards to continue to increase the funding for the pension with no specific amount or deadline.

A motion was made by Secretary Jaffe, seconded by Vice Chairman Agard, to approve an

addition to the BOF Bylaws establishing a protocol for determining salary increases for elected officials during the budget process. A motion was made by J. Friedrich to amend the motion, but there was no second on this motion. The original motion was approved 3–1 with J. Friedrich dissenting. Secretary Jaffe will send out a new version of the Bylaws.

8. ANNUAL CALENDAR EVENTS:

a. Second Audit Update Include Calendar for Upcoming Audit and Initial Release (Dec):

Controller Wahlberg stated that the field audit will be performed on November 29, 2011.

He

also stated that the auditors will come to the Town to go through physical records to verify certain items. They will also be looking through bank confirmations. Controller Wahlberg

has sent auditors a pre-audit for them to look at. Controller Wahlberg will advise the Board as

to whether the draft audit report will be prepared and available in time for the December meeting. The BOF discussed adding language to the engagement letter to specify dates for delivery of the audit.

9. REPORT OF THE FINANCE DIRECTOR:

a. Review of the October 2011 Financial Reports:

Controller Wahlberg stated that on the revenue side property taxes are ahead of last year.

He

also stated that there are no changes in intergovernmental. The Town Clerk's revenue is down

slightly due to real estate sales resulting in non-collection of recording fees and conveyance fees. Controller Wahlberg also reported that on the expense side all is normal. He also stated

that the Town will be reimbursed \$105,000 from FEMA due to Hurricane Irene. Controller Wahlberg reported that he is gathering all incurring expenses expended from the recent snow

storm to be forwarded to FEMA. He will report to the Board at the next BOF Regularly Scheduled Meeting on December 14, 2011.

A motion was made by Secretary Jaffe, seconded by J. Tomaino, to accept the budget modification request for an Appropriation from Employee Benefits, Reference #201107. Account # 01191-5856, Engineering, \$18,300 (increase) and Account #01182-5850, Employee

Insurance, \$18,300 (decrease) as a final transfer.

WHEREAS, The Town has incurred engineering expenses associated with water quality at Green Ridge complex.

WHEREAS, The Town has experienced savings in the insurance benefit area.

NOW THEREFORE, The Controller's Office is requesting an appropriation in the current budget in order to fund said expense and close the fiscal year.

Motion was passed unanimously.

10. REPORTS:

a. BOF Audit Committee:

Update: Second reading & approval of Statement of Purpose:

A motion was made by J. Friedrich, seconded by J. Tomaino, to approve the Board of Finance Statement of Purpose as submitted and amended. Motion was passed unanimously.

b. BOF Bylaws Committee:

Update: Policy updates for first reading:

A motion was made by R. Jaffe, seconded by J. Friedrich, to accept the Board of Finance Bylaws Committee recommended policy updates for a first reading. Motion was passed unanimously.

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

Controller Wahlberg stated that the transaction to Sun Life proceeding well. All documents are signed and were sent out on time. Retiree pension checks were sent out on November 1, 2011.

11. OTHER ITEMS TO COME BEFORE THE BOARD: None

12. PUBLIC COMMENT: None

13. ACKNOWLEDGEMENT OF PUBLIC SERVICES:

Final Meeting for Board of Finance Members B. Belden and B. Tinsley

The Board of Finance members voiced their appreciation for the work that B. Belden and B. Tinsley have done for the Board and for serving the Town well.

14. ADJOURNMENT: A motion was made by Secretary Jaffe, seconded by J. Tomaino, to adjourn the meeting. Motion was passed unanimously. The meeting was adjourned at 8:25pm.

