

FINAL
BROOKFIELD BOARD OF FINANCE REGULAR MEETING MINUTES
WEDNESDAY, DECEMBER 14, 2011
BROOKFIELD HIGH SCHOOL MEDIA CENTER
7:30PM

1. **CALL TO ORDER:** Selectman Lasser called the meeting to order at 7:32pm, starting with the

Pledge of Allegiance.

Present for the Board were: Irv Agard, Ron Jaffe, Jen Tomaino, Jerry. Friedrich, Phil Kurtz, and Robin Appleby.

Also Present: Selectman Lasser (filling in for First Selectman Davidson) and Controller Wahlberg

2. **ELECTION OF OFFICERS:** Selectman Lasser started the meeting by calling for nominations

for new officers to the Board.

A motion was made by Irv Agard, seconded by R. Appleby, to nominate J. Friedrich for Chairman. Motion passed unanimously.

After the election of J. Friedrich, Selectman Lasser turned the meeting over to Chairman Friederich who then continued the election process.

A motion was made by P. Kurtz, seconded by R. Appleby, to nominate I. Agard for Vice Chairman.

A motion was made by J. Tomaino, seconded by R. Jaffe to nominate R. Jaffe for Vice Chairman.

By a vote of 4-2, I. Agard was elected Vice Chairman.

Voting for Irv Agard: J. Friedrich, P. Kurtz, R. Appleby, and I. Agard

Voting for Ron Jaffe: R. Jaffe, J. Tomaino

A motion was made by R. Appleby, seconded by I. Agard, to nominate P. Kurtz for Secretary.

A motion was made by J. Tomaino, seconded by R. Jaffe, to nominate R. Jaffe for Secretary.

By a vote of 4-2, I. P. Kurtz was elected Vice Chairman.

Voting for Phil Kurtz: J. Friedrich, P. Kurtz, R. Appleby, and I. Agard

Voting for Ron Jaffe: R. Jaffe, J. Tomaino

3. **APPROVAL OF MINUTES:**

a. **11/9/11 Regular BOF Meeting:** A motion was made by R. Jaffe, seconded by J.

Tomaino,

to approve the minutes from the November 9, 2011 Board of Finance Regular Meeting as amended. Motion passed 4-0-2; with Secretary Kurtz and R. Appleby abstaining.

4. **COMMUNICATIONS AND CORRESPONDENCE:** R. Jaffee reported receiving correspondence from; WPCA Commission, Selectman Lasser, NW Regional Mental Health Board.

5. **PUBLIC COMMENT:** Nelson Malwitz, Chairman of Brookfield Sewer Commission.

6. **REPORT OF THE FIRST SELECTMAN:** Selectman Lasser reported on the Right of Way

Clean-Up being mostly completed and final costs to the town forthcoming. He also reported on

the tree lawsuit and payments to be received from the insurance company bankruptcy. All funds

received will go into the Fund Balance.

A motion was made by R. Jaffe, seconded by Vice Chairman Agard, to move Agenda Item #7, New Business, to come after Agenda Item #11. Motion passed unanimously.

8. **OLD BUSINESS:** None

9. **ANNUAL CALENDAR EVENTS (TICK LIST ITEMS):**

a. **Audit Update:** Controller Wahlberg reported that CCR has merged with Grant Thornton LLC. He also reported that the field audit will be completed next week. Auditors will be present at the Board of Finance Regular Meeting on January 11, 2012 to review the audit. Controller Wahlberg stated that the preliminary audit report will be available in the month of

December and will be forwarded to all board members.

b. **Establish Meeting Schedule for the Upcoming Year:** A motion was made by Vice Chairman Agard, seconded by R. Jaffe, to recommend the same meeting schedule as this year, meeting the second Wednesday of the month at the Brookfield High School Media Center at 7:00pm. Motion passed unanimously.

c. **Actuarial Valuation:** Controller Wahlberg discussed the actuarial valuation report.

d. **Pension:** This agenda item will stay on the tick list for December.

10. **REPORT OF THE FINANCE DIRECTOR:**

a. **Review of the November 2011 Financial Report:** Controller Wahlberg stated that on the

revenue side property taxes are ahead of last year. He also stated that intergovernmental is ahead of last year. The Town Clerk's and Land Use's revenues are somewhat depressed

which is real estate related. Controller Wahlberg reported that on the expense side all is normal.

- b. Update on FEMA funds (discussed at the 11/9/11 meeting):** Controller Wahlberg reported that the Public Works Department has been impacted by the two recent storms.

The

debris removal has cost approximately \$600,000 - \$700,000. Fortunately, FEMA will compensate the town approximately 75%.

11.REPORTS:

- a. BOF Audit Committee:**

Update: No report was given for this committee.

- b. BOF Bylaws Committee:**

Update, Second Reading & Approval of Proposed Bylaw Updates: R. Jaffe made a motion, seconded by Vice Chairman Agard, to approve the suggested additions to Article VIII, Article XI, and Article XXI and the addition of the exhibits. Article XII and XX were tabled for further review. Motion passed unanimously.

7. NEW BUSINESS:

- a. Audit Update – Director of Finance, Wahlberg; review of preliminary draft:** This agenda item was discussed in Report of the Finance Director.
- b. Special Funds – Memo from Selectman Lasser:** Secretary Kurtz and R. Appleby volunteered to work to provide input while the Selectman consider creating a new ordinance on Special Funds.
- c. WPCA Ordinance – BOS considering update, potential BOF input:** The Board of Finance members offered to provide input while the Selectman consider creating a new WPCA ordinance.
- d. Retirement Benefits Advisory Committee – name a BOF representative:** Vice Chairman Agard volunteered to be on RBAC. All members were in favor. The Board of Selectmen will finalize approval of appointment.
- e. Update on changes in reporting requirements (ex. Open spaces/library)**
Finance Director: A packet was given to the BOF members in their agenda packet on the update on changes in reporting requirements.

12.OTHER ITEMS TO COME BEFORE THE BOARD: Chairman Friedrich asked the Board members to communicate what committee they would like to serve on. Also discussed was the table set up arrangement for the BOF meetings.

13.PUBLIC COMMENT: None

14.ADJOURNMENT: A motion was made by R. Jaffe, seconded by Vice Chairman Agard to adjourn the meeting. Motion passed unanimously. Meeting was adjourned at 9:10pm.