

FINAL
BROOKFIELD BOARD OF FINANCE *SPECIAL MEETING MINUTES
***Replaces Regular Meeting for January 2012**
BROOKFIELD HIGH SCHOOL
MEDIA CENTER
WEDNESDAY, JANUARY 11, 2012
7:00 PM

- I. **Call to Order-Pledge of Allegiance:** Chairman Friedrich began the meeting at 7:08pm, starting with the Pledge of Allegiance.
- II. **Roll Call:**
Present for the Board were: Jerry Friedrich, Irv Agard, Phil Kurtz, Ron Jaffe, Jen Tomaino, and Robin Appleby
Also Present: Selectman Lasser (filling in for First Selectman Davidson) Controller Wahlberg, Robert Howard, Jill Danyliw, Kimberly Cyr, (CCR Auditors) and members of the public and press
- III. **Public Comment:** None
- IV. **Approval of Minutes:**
a. December 12, 2011 Special BOF Meeting: A motion was made by Vice Chairman Irv Agard, seconded by Ron Jaffe, to approve the December 12, 2011 Special BOF Meeting Minutes as written. Motion was passed unanimously.

b. December 14, 2011 Regular BOF Meeting: A motion was made by Robin Appleby, seconded by Secretary Phil Kurtz, to approve the December 14, 2011 Regular BOF Meeting Minutes as written. Motion was passed unanimously.
- V. **Communications and Correspondence:** Secretary Phil Kurtz reported receiving correspondence from; CCR, Sara Ellis, Ernie Nepomuceno, and First Selectman Davidson.
- VI. **Report from First Selectman:** Selectman Lasser reported on the Right of Way Clean-Up. Selectman Lasser reiterated First Selectman Davidson's email to the Board requesting any requests for budget ideas be forwarded to the First Selectman as soon as possible.
- VII. **Special Discussion item – Audit Report:**
The audit firm presented 2011 audit results for Brookfield; which included unqualified clean opinions on financial statements and no material compliance issues.

VIII Old Business:

New Subcommittee assignments and discussion:

- a. **BOF Audit Committee update:** Vice Chairman Irv Agard, Secretary Phil Kurtz, and Ron Jaffe will represent this committee:
- b. **BOF Bylaws Committee update:** Chairman Jerry Friedrich, Robin Appleby, and Jen Tomaino will represent this committee.
- c. **Retirement Benefits Advisory Committee assignment:** Vice Chairman Agard will represent this committee.
- d. **Ordinance Review Committee of the BOS assignment:** Ron Jaffe will represent this committee.
- e. **Capital definitions assignment:** Vice Chairman Agard will represent the Capital definitions assignment.

IX Report of the Finance Director:

- a. **Review of the December 2011 Financial Reports** – Controller Wahlberg reported that on the revenue side property taxes are ahead of last year. He also stated that intergovernmental is ahead of last year. The Town Clerks' and Land Use's revenues are down which is real estate related. Controller Wahlberg reported that on the expense side all is normal.
- b. **Capital Report** – Controller Wahlberg will discuss Capital Report at the BOF February 8, 2012 Regular Meeting.
- c. **Retirement Fund Report** – Controller Wahlberg provided the Retirement Fund Report.
- d. **Tax Deferral Rate Approval** – No action required from the Board of Finance.

X Tick List updates and changes and discussion:

Vote on Annual Calendar for Yearly meeting to be moved to November.

Any other additions / deletions to Tick List – Discussion of Tick List items and dates was referred to the BOF Bylaws Committee, which will report back with recommendations.

XI Budget Calendar:

- a. Discuss the Suggested Budget Calendar – There was discussion of the number of special meetings and dates. There was no motion on the Budget Calendar.
- b. Joint meeting of BOE, BOF and BOS in the 2/15 – 2/20 period – it was discussed to hold the joint meeting of BOE, BOF and BOS either the week of 2/15-20/12 or 2/20-24/12.

XII Appropriation to Repay WPCA:

- A Approval of \$485,000.00 appropriation for the purpose of paying the Water Pollution Control Authority's Benefit Assessment for the High School Sewer BOS recommended payment be made out of fund balance and hold a Special Town Meeting January 31, 2012 at 7:00 PM at BHS.

A motion was made by Ron Jaffe, seconded by Secretary Phil Kurtz, to authorize a special appropriation in the amount of \$485,000 for the purpose of paying the Water Pollution Control Authority's Benefit Assessment for the High School sewer, with funding to come from Fund Balance. Motion passed unanimously.

XIII. Other Items (no items this month)

XIV. Public Comment: None

XV. Adjournment: A motion was made by Ron Jaffe, seconded by Secretary Phil Kurtz to adjourn the meeting. Motion was passed unanimously. Meeting was adjourned at 9:13pm.

