

FINAL
BROOKFIELD BOARD OF FINANCE REGULAR MEETING MINUTES
BROOKFIELD HIGH SCHOOL MEDIA CENTER
WEDNESDAY, FEBRUARY 8, 2012
7:30PM

1. **CALL TO ORDER:** Chairman Friedrich began the meeting at 7:00pm; starting with the Pledge of Allegiance.
Present for the Board were: Jerry Friedrich, Irv Agard, Phil Kurtz, and Ron Jaffe
Absent Members: Robin Appleby and Jen Tomaino
Also Present: Selectman Lasser (filling in for First Selectman Davidson) and Controller Wahlberg
2. **APPROVAL OF MINUTES:** A motion was made by Vice Chairman Agard, seconded by R. Jaffe, to approve the Board of Finance Special Meeting Minutes of January 11, 2012 as written. Motion was passed unanimously.
3. **COMMUNICATIONS AND CORRESPONDENCE:** Secretary Kurtz reported receiving correspondence from; Howard Lasser.
4. **PUBLIC COMMENT:** None
5. **REPORT OF THE FIRST SELECTMAN:** Selectman Lasser reported that Lisa Carver has changed her mind about taking the Town Controller position. He also reported that the Brookfield High School project is complete. Controller Wahlberg will forward numbers to the state for reimbursement. Selectman Lasser stated that the Senior Center project is complete and has received their CO. Selectman Lasser also stated that the Southern Water Line, Phase I has come in below budget. This is due to split bidding; bidding labor separate and the Town purchased all materials. Marty Handshy is overseeing this project.
6. **NEW BUSINESS:** None
7. **OLD BUSINESS:**
 - a. **Update on Auditor's Recommendations:** Controller Wahlberg stated that he met with Art Colley and both are currently working to reconcile accounts on a monthly basis per the auditor's recommendation. Controller Wahlberg also stated that he will put this process in writing for the Policy & Procedural Manual.
 - b. **Set date for BOS, BOF, & BOE Special Meeting for February:** The date of this meeting has been set for February 22, 2012 at the Brookfield High School media center at 6:30pm.
 - c. **Continue Discussion on Budget Calendar and Finalize:** A motion was made by Ron Jaffe, seconded by Vice Chairman Irv Agard, to adopt the revised budget calendar adding an additional special meeting on March 20, 2012 for any Town department's budget presentation. (attached)

8. REPORT OF THE FINANCE DIRECTOR:

- a. Review of the January 2012 Financial Reports: Controller Wahlberg reported that revenues in the in the Tax Collector's office are ahead. Intergovernmental is as planned according to the Estate Disbursement Policy.
- b. Capital Report: Controller Wahlberg stated that he will construct a periodic report and will review it in a few months to close out projects.
- c. Retirement Fund Report: No report was given on this agenda item.
- d. Tax Deferral Rate Approval: While the this program was discussed, there was no action for the Board to take.

9. ANNUAL CALENDAR EVENTS (Tick List Items):

- a. Capital Projects Status – this agenda item was discussed in Agenda Item #8b.
- b. Discuss RFP for audit service: This agenda item was discussed in Agenda Item # 10 a.

10. REPORTS:

- a. BOF Audit Committee update: Ron Jaffe stated that he was elected as chairperson for this committee. He also stated that the committee has met twice and discussed rules and responsibilities and what involvement the Board of Finance has in the audit process. Ron Jaffe reported that the committee looked at sample RFP's and sample engagement letters. An audit calendar will be created. The committee recommended to continue with our current audit firm and to do an RFP next year, and will work to prepare an engagement letter for the upcoming audit.
- b. BOF Bylaws Committee update: While the committee had not met, the Board provided input on what it would like to see the committee review.
- c. Retirement Benefits Advisory Committee update: Vice Chairman Agard reported that this committee meets the third Thursday of each month. He also reported that the committee has had communication with Wells Fargo and will receive monthly reports of the status of the plan.

11. OTHER ITEMS TO COME BEFORE THE BOARD: Selectman Lasser spoke about the revaluation process.

12. PUBLIC COMMENT: None

13. ADJOURNMENT: A motion was made by Secretary Kurtz, seconded by Ron Jaffe, to adjourn the meeting. Motion was passed unanimously. Meeting was adjourned at 8:30 pm.