

**FINAL
BROOKFIELD BOARD OF FINANCE REGULAR MEETING MINUTES
WEDNESDAY, APRIL 11, 2012
BROOKFIELD HIGH SCHOOL MEDIA CENTER
7:00PM**

CALL TO ORDER-PLEDGE OF ALLEGIANCE-ROLL CALL: Chairman Friedrich began the meeting at 7:08pm; starting with the Pledge of Allegiance.

Present for the Board were: Chairman Friedrich, Vice Chairman Friedrich, and Secretary Kurtz.
Also present were: Members R. Jaffe, J. Tomaino, and R. Appleby, First Selectman Davidson, and Controller Wahlberg.

APPROVAL OF MINUTES: A motion was made by Secretary Agard, seconded by R. Ableby, to approve the Board of Finance Regular Meeting Minutes of March 14, 2012. Motion was passed unanimously.

A motion was made by Secretary Agard, seconded by R. Appleby, to approve the Board of Finance Special Meeting Minutes of March 13, 2012. Motion was passed unanimously.

A motion was made by Secretary Agard, seconded by R. Appleby, to approve the Board of Finance Special Meeting Minutes of March 15, 2012. Motion was passed unanimously.

A motion was made by Secretary Agard, seconded by R. Appleby, to approve the Board of Finance Special Meeting Minutes of March 20, 2012. Motion was passed unanimously.

A motion was made by Secretary Agard, seconded by R. Appleby, to approve the Board of Finance Special Meeting Minutes of March 21, 2012. Motion was passed unanimously.

A motion was made by Secretary Agard, seconded by R. Appleby, to approve the Board of Finance Special Meeting Minutes of March 22, 2012. Motion was passed unanimously.

A motion was made by Secretary Agard, seconded by R. Appleby, to approve the Board of Finance Special Meeting Minutes of March 27, 2012. Motion was passed unanimously.

A motion was made by Secretary Agard, seconded by R. Appleby, to approve the Board of Finance Special Meeting Minutes of March 28, 2012. Motion was passed unanimously.

COMMUNICATIONS & CORRESPONDENCE: Secretary Kurtz reported that he received correspondence from the following people: Rosa Hopcroft, Megan Henderson, Joan McManus, Tom & Cynthia Hathaway, Laurie Villanueva, Bill Davidson, John McCabe, Holly Broadhurst, Renee & Joseph Santiago, Kerri Colombo, Brian & Janet McGovern, Dan & Lillian McKee, K. Schilling, Angelica & Steven Jacob, Sheila Feeney, Steve & Jennifer Miller, Brian & Tara Lerner, Jamie & Tom Klavans, Todd & Christine Hand, Diane Flood, Leslie & Sal Ruggiero, Sarah & Chris Bergeron, Matthew Coleman, Shana Bergouzelli-Graham, Glen & Kristi Lynn Hofsess, Jennifer Scott, Silke & Michael Dattner, Heather & Greg Berner, and Justin & Jennifer Ponte.

PUBLIC COMMENT: None

REPORT OF THE FIRST SELECTMAN: First Selectman Davidson reported on the following: A check for \$892,000 has been received and deposited as part of a past insurance company bankruptcy settlement claim with the possibility of more future settlement payments, 2012 Small Cities Community Development Block Grant, Southern Federal Road Water Line Phase II Plans, and CIRMA Insurance.

NEW BUSINESS: A motion was made by R. Jaffe, seconded by R. Appleby that the Board of Finance approve the expenditure of no more than \$68,000 (including radio installation) for the purpose of purchasing a Police Multi-Purpose Mobile Command Unit Vehicle to be funded from Fund Balance. Motion was passed unanimously.

OLD BUSINESS:

a. Continue Budget Discussion/Follow Up: The Board of Finance discussed feedback received at its public hearing on the budget, followed by discussions on additional tax revenues anticipated for the 2013 budget fiscal year, and also using the 5 year average tax collection rate of 98.86% and its effect on the final mill rate. The Board took a brief recess. After reconvening, J. Tomaino made a motion, seconded by R. Jaffe, to restore \$86,000 back into the Board of Education budget, and \$37,000 back into the Town budget (restore \$11,700 to the library, restore \$20,000 to the police department, restore \$3,000 for the audit, restore \$1,667 for land use and restore \$633 to general contingency) — resulting in a municipal budget of \$19,733,000 and an education budget of \$37,036,000 for a total town budget of \$56,769,000. The net effect of the additional revenue and above restored expenses, resulted in the proposed Mill Rate of previously proposed BOF 2013 budget version 4 of 24.53 to a resulting proposed Mill Rate of 24.54.

Motion was passed 5-1 with J. Friedrich, I. Agard, R. Jaffe, J. Tomaino and P. Kurtz voting aye; R. Appleby voting no.

REPORT OF THE FINANCE DIRECTOR:

a. Review of the March 2012 Financial Reports: Controller Wahlberg gave the Board of Finance an overview of the Revenue and Expenditure Report for March 2012.

b. Approval of Tax Suspense List: A motion was made by Secretary Kurtz, seconded by R. Jaffe;

WHEREAS, Under Sec. 12-165, **Municipal Suspense Tax Book**. Each municipality shall have a suspense tax book. **At least once in each year each collector of taxes in each municipality shall deliver to the board of finance or other similar board** by whatever name called or, if no such board exists, to the board of selectmen if a town not consolidated with a city or borough and to the governing board if any other municipality, a statement giving by rate bill: (1) The amount of each old age assistance tax unpaid on the old age assistance tax rate books of each municipality as of July 1, 1953, which amount shall be transferred to the old age assistance suspense tax book, except that it shall not be necessary to comply with the foregoing provisions of this chapter relating to such transfers and the provisions of subdivisions(2), (3) and (5) of this section; the amount of each

uncollectible personal property tax and the amount of uncollectible balance of each real estate tax which remains after crediting such tax with the proceeds obtained from a tax sale or lien sale of the real estate represented by such tax and which balance cannot be collected by any other means; (2) the name and address of the person against whom each such tax was levied, and (3) the reason why such collector believes each such tax is uncollectible. At the end of such statement, the tax collector shall certify that, to the best of his knowledge and belief, each tax contained in such statement has not been paid and is uncollectible. A detailed examination shall be made by the authority to which such statement has been given of each tax shown thereon and, after such examination, it shall designate in writing each tax which is believed by it to be uncollectible. Thereupon, each tax so designated as uncollectible shall be transferred by such collector to the suspense tax book. (4) opposite each tax in the appropriate rate bill shall be placed the following words: "Suspense Tax Book 19th day of March, 2012, together with the name of the tax collector who transferred such tax to the suspense tax book. Each tax so transferred shall not thereafter be included as an asset of such municipality. (5) The amount of each tax so transferred during the last fiscal year and the name of the person against whom each such tax was levied shall be published in the next annual report of such municipality or filed in the town clerk's office within sixty days of the end of the fiscal year. (6) Nothing herein contained shall be construed as an abatement of any tax so transferred, but any such tax, as it has been increased by interest or penalty, fees and charges, may be collected by the collector then or subsequently in office. The provisions of section 12-147 shall be applicable to all moneys so collected.

NOW, THEREFORE, BE IT RESOLVED that the Board of Finance hereby

1. Approves the Personal Property and Motor Vehicle Suspense as presented by the Tax Collector having a grand total of \$48,451.03 of Uncollectible/Uncollected Taxes to be transferred to suspense.

2. Approves the Real Estate Suspense as presented by the Tax Collector having a grand total of \$14,816.78 of Uncollectible/Uncollected Taxes to be transferred to suspense.

Motion was passed unanimously.

ANNUAL CALENDAR EVENTS (*April Tick List Items as listed in Bylaws):

***Revenue & Expenditure Report:**

***WPCA Annual Budget:** A motion was made by J. Tomaino, seconded by Vice Chairman Agard, to table this agenda item until the BOF Regular Meeting on May 9, 2012. Motion was passed unanimously. Secretary Kurtz will invite Nelson Malwitz and Sandie Welwood.

***Capital Project Status:**

a. Any Additions/Deletions/Date Changes recommended by Bylaws Committee:

SUBCOMMITTEE REPORTS:

- a. **BOF Audit Committee Update:** R. Jaffe reviewed the minutes from April 9, 2012 Audit Committee Meeting.
- b. **BOF Bylaws Committee Update:** No report was given.
- c. **Retirement Benefits Advisory Committee Update:** The RBAC meeting is scheduled for next week.

OTHER ITEMS TO COME BEFORE THE BOARD:

PUBLIC COMMENT:

Ray DiStephan, BOE Chairman, 20 Ox Drive
Kathie Schilling, 53 Lake George Road

ADJOURNMENT: A motion was made by Vice Chairman Agard, seconded by R. Appleby, to adjourn the meeting. Motion was passed unanimously. Meeting was adjourned at 9:30am.

