

**FINAL
BROOKFIELD BOARD OF FINANCE REGULAR MEETING MINUTES
BROOKFIELD TOWN HALL
ROOM 209
WEDNESDAY, JUNE 13, 2012
7:00 PM**

1. **CALL TO ORDER – PLEDGE OF ALLEGIANCE – ROLL CALL:** J. Friedrich began the meeting at 7:15 pm, starting with the Pledge of Allegiance.

Present for the Board were: Chairman Freidrich, Vice Chairman Agard, Secretary Kurtz.

Also Present were: Members R. Jaffe, J. Tomaino, and R. Appleby, First Selectman Davidson, Controller Wahlberg, and members of the public.

2. **APPROVAL OF MINUTES:**

A motion was made by Vice Chairman Agard, seconded by R. Jaffe, to approve the May 9, 2012 Board of Finance Regular Meeting as written. Motion was passed 5-1; with J. Tomaino abstaining.

A motion was made by Vice Chairman Agard, seconded by R. Jaffe, to approve the May 16, 2012 Board of Finance Special Meeting as written. Motion was passed 4-2; with Chairman Friedrich and Secretary Kurtz abstaining.

3. **COMMUNICATIONS AND CORREDPONENCE:** There was no communications or correspondence reported.

4. **PUBLIC COMMENT:** No public comment.

5. **REPORT OF THE FIRST SELECTMAN:** First Selectman Davidson reported on the following: Budget, WPCA Sewer Project, and the agreement for professional services between the Town and TAXSERV Capital Services, LLC for collection of delinquent taxes and other receivables, subject to review by the Town Attorney.

6. **NEW BUSINESS:**

A motion was made by R. Jaffe, seconded by Secretary Kurtz, that the Board of Finance approve the replacement of two vehicles (2002) Ford Taurus be replaced with a 2012 or 2013 Ford Fusion or Ford Focus, and the Chevrolet pick-up be replaced with a 2012 or 2013 Ford Transit Connect commercial mini-van with a total net cost between \$35,000 and \$38,000 with the Capital Improvements leasing account to be used as the source of funds.
Motion was passed unanimously.

A motion was made by R, Jaffe, seconded by J. Tomaino, that the Board of Finance approve the appropriation for \$750,000 to pay for the costs of the Del Mar Drive Sewer Extension, including legal, engineering, easement and land acquisitions as may be necessary and to meet said appropriation to authorize the issuance of bonds in the amount of \$750,000.00 and pending the issuance thereof temporary borrowings to fund said project. Said project will include the installation of approximately 1,500 linear feet of gravity main sewer line and approximately 650

linear feet of force main and sanitary sewer pump station and is intended to provide sewer services to industrial properties on Del Mar Drive.
Motion was passed unanimously.

7. OLD BUSINESS: WPCA will be placed on the Board of Finance July 11, 2012 Regular Meeting Agenda.

8. REPORT OF THE FINANCE DIRECTOR: Controller Wahlberg gave the Board of Finance an overview of the Revenue and Expenditure Report for May 2012.

A motion was made by R. Jaffe, seconded by Vice Chairman Agard, to approve the 201207 transfer as requested. Motion was passed unanimously.

9. SUBCOMMITTEE REPORTS:

a. BOF Audit Committee update: R. Jaffe stated that the Town of Brookfield has been accepted by the audit firm. The audit will begin next year. The Board of Finance will receive frequent updates on the audit so as to help with providing resources to the audit firm.

b. BOF Bylaws Committee update: Vice Chairman Agard provided the Board with Bylaws updates. He asked all members to review the proposed updates and supply feedback to be discussed at the BOF July meeting.

c. BOF Budget Committee update: R. Jaffe stated that the committee reviewed the most recent budget process, and a draft of the possible improvements to the process was provided to the Board. R. Jaffe also discussed the proposed draft regarding Letter to Department Heads where BOF has no specific questions. R. Jaffe asked members to review these documents and provide feedback.

10. OTHER ITEMS TO COME BEFORE THE BOARD: Secretary Kurtz stated that the "Tick List" needed to be updated and will confer with the Town Controller.
Chairman Friedrich made some suggestions regarding the Board of Finance webpage.
H. Lasser discussed the establishment of committed funds and special revenue funds.

11. PUBLIC COMMENT: Public comment was heard by; Nelson Malwitz (WPCA) and Howard Lasser, 116 Tower Road.

12. 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 9:02 pm.