

BROOKFIELD BOARD OF FINANCE REGULAR MEETING MINUTES
WEDNESDAY, FEBRUARY 12, 2014
BROOKFIELD HIGH SCHOOL MEDIA CENTER
7:00PM

CALL TO ORDER: Chairman P. Kurtz called the meeting to order at 7:00pm; beginning with the Pledge of Allegiance.

Present for the Board: Chairman P. Kurtz, Vice Chairman E. Nepomuceno, Secretary R. Gianazza, J. Rossi, S. O'Reilly, R. Appleby, Ex-Officio First Selectman B. Tinsley, and Town Controller W. Leverence

Also Present in the audience: Members of the public and press

PUBLIC COMMENT: There were no public comments.

APPROVAL OF MINUTES

A motion was made by Secretary R. Gianazza, seconded by Vice Chairman E. Nepomuceno, to approve the January 8, 2014 Board of Finance Special Meeting Minutes as written. Motion was passed unanimously.

A motion was made by Secretary R. Gianazza, seconded by Vice Chairman E. Nepomuceno, to approve the January 16, 2014 Board of Finance Special Meeting Minutes as written. Motion was passed unanimously.

COMMUNICATIONS AND CORRESPONDENCE

Email correspondence was received from the following:

- Jen Falci
- Ralph Fernandez
- John Garvey
- Zachary Janowski
- Howard Lasser
- Richard Malek
- Lou Menendez
- Glenn Rooney

REPORT OF THE FIRST SELECTMAN: First Selectman B. Tinsley discussed sand/salt and overtime expense associated with recent storms, budget, "JUMP START", and new website.

REPORT OF THE FINANCE DIRECTOR: Town Controller W. Leverence gave the Board an overview of the January 2014 Revenue and Expenditure Report. He also stated that he has received the final audit.

SUBCOMITTEE REPORTS

- a. **Audit Committee** – Chairman P. Kurtz stated that he has been in contact with Mahoney and Sabol. Mike from Mahoney and Sabol stated they will have available any back up information on the audit that the Board may need. Town Controller W. Leverage was given the names of the nine employees mentioned in the audit.
- b. **RBAC Committee**: J. Rossi stated that the committee will be meeting next Thursday and he will update the Board at the March meeting.

OLD BUSINESS

- a. **Discuss Comprehensive Annual Financial Report**: The Board of Finance has received the final version of the Town audit. A special meeting will be held with the Board of Finance and the Board of Education on February 27, 2014 at the Brookfield High School Media Center to discuss internal controls that are being implemented and timing. First Selectman B. Tinsley had revised the Letter of Transmittal outlining the 2012-2013 audit findings and the mitigating actions being taken by the Town.

NEW BUSINESS

- a. **Discuss RFP for Audit Services for 2013-2014 fiscal year**: The Board were all in agreement to send out an RFP for audit services.
- b. **Discuss RFP for Audit Services for further auditing and clarification of selected areas within the school budget fiscal year 2012-2013 at the recommendation of Mahoney and Sabol auditors**: The Board will continue the process of further auditing of select areas of the Board of Education's 2012-2013 finances by sending out an RFP to qualified audit firms.

A motion was made by Secretary R. Gianazza, seconded by Vice Chairman E. Nepomuceno, that we authorize the Chairman of the Board of Finance to pursue an RFP for audit services for the 2013-2014 fiscal year. Motion was passed unanimously.

A motion was made by Secretary R. Gianazza, seconded by S. O'Reilly, to authorize the Chairman of the Board of Finance to pursue an RFP for audit services for further auditing and clarification of selected areas within the school budget for the fiscal year 2012-2013. Motion was passed unanimously.

- c. **Discuss Water Pollution Control Authority Financial Statement Package**: Secretary R. Gianazza commended Nelson Malwitz on the outstanding job of keeping their books in order and felt fortunate to have the committed volunteers working on this committee.
- d. **Board of Education Special Appropriation Request**
A motion was made by Secretary R. Gianazza, seconded by Chairman P. Kurtz, to move to consider and act upon a Resolution to approve a special appropriation in the amount of \$1,175,520 from the Town's Fund Balance to approve, ratify and appropriate for unapproved expenditures identified in the Town audit for the fiscal year ending June 30, 2013.

A motion was made by Vice Chairman E. Nepomuceno, seconded by R. Appleby, to table the previous motion until the proposed special meeting with the Board of Finance and the Board of Education. The motion to table was then withdrawn after further discussion.

A vote was taken on the original motion and passed 4-1-1.

Members voting yes: Chairman P. Kurtz, Secretary R. Gianazza, J. Rossi and R. Appleby

Members voting no: S. O'Reilly

Members abstaining: Vice Chairman E. Nepomuceno

e. **Board of Selectmen Special Appropriation Request**

A motion was made by Secretary R. Gianazza, seconded by Chairman P. Kurtz, to move and act upon a Resolution to approve an appropriation in an amount not to exceed \$790,000 to fund the costs of streetscape improvements at Four Corners and authorize the issuance of bonds and temporary notes of the Town in an amount not to exceed \$250,000 to finance a portion of said appropriation, with the balance of \$540,000 to be paid from proceeds of a STEAP grant from the State. Motion was passed unanimously.

A motion was made by Secretary R. Gianazza, seconded by Chairman P. Kurtz, to amend the agenda to include a new motion about the Nutmeg Network. Motion was passed unanimously.

A motion was made by Secretary R. Gianazza, seconded by Chairman P. Kurtz, to approve \$22,000 as a special appropriation to cover the installation of the Nutmeg Network to municipal departments; expense to be covered by a grant from the State of Connecticut not to exceed \$22,000. Motion was passed unanimously.

OTHER ITEMS TO COME BEFORE THE BOARD: Secretary R. Gianazza suggested that presentations be viewed on screens for the viewing public.

PUBLIC COMMENT: Pamela Kurtz, 154 N. Lakeshore Drive

EXECUTIVE SESSION: A motion was made by Chairman P. Kurtz, seconded by Vice Chairman E. Nepomuceno at 9:30pm., the motion read: "I move to go into Executive Session to discuss pending litigation the subject of which requires full confidentiality per town charter and state statute." Motion was passed unanimously.

The Board came out of executive session at 9:45pm. A motion was made by Vice Chairman E. Nepomuceno, seconded by S. O'Reilly, the motion read: "I move to authorize the Board Chairman to take action consistent with the discussion held in executive session." Motion was passed unanimously.

ADJOURNMENT: A motion was made by Secretary R. Gianazza, seconded by J. Rossi, to adjourn the meeting. Motion was passed unanimously. Meeting was ended at 9:53pm.