

**SPECIAL BOARD OF SELECTMEN MEETING
DECEMBER 5, 2014 – 8:00 A.M.
MEETING ROOM 133 – TOWN HALL**

CALL TO ORDER: First Selectman William Tinsley called the meeting to order at 8:05 a.m.

PRESENT: William N. Tinsley, First Selectman; Martin Flynn, Selectman; William R. Davidson, Selectman; William Leverage, Director of Finance; Virginia Giovanniello, Recording Secretary.

TOWN OF BROOKFIELD PERSONNEL POLICIES:

Use of Town Vehicles & Personal Vehicles for Town Business – Fern Smenyak, Director of Human Resources opened the discussion in the form of a workshop to review and receive input from the Selectmen on the policy as a “first draft.”

Out-of Pocket Expense Reimbursement for Meeting and Travel Expense – Fern Smenyak, Director of Human Resources opened the discussion in the form of a workshop to review and receive input from the Selectmen on the policy as a “first draft.”

TO CONSIDER BOARD OF EDUCATION SPECIAL APPROPRIATION REQUEST: The Selectmen discussed correspondence received from the Board of Education dated December 4, 2014, requesting a special appropriation to cover a potential shortfall of \$400,000, as identified in the attached summary. Mr. Tinsley stated that it would be helpful to have questions prepared by the Selectmen and he would forward to the Greg Miller, the Interim Director of Business & Operations, and then follow up when these things can be addressed. Mr. Tinsley noted that the Selectmen do not have to make any recommendation, but would have to forward the request to the Board of Finance by December 18 and the Board of Finance has thirty days in which to act on the request.

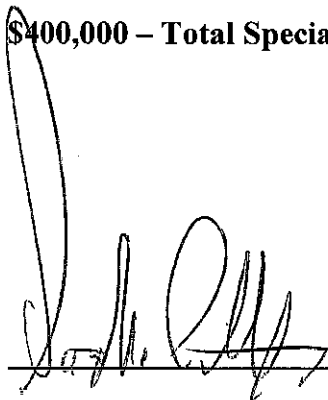
ADJOURN: Martin Flynn made motion to adjourn at 9:08 a.m., seconded by William Davidson. Motion carried unanimously.

MEMORANDUM

To: Brookfield Board of Selectmen
From: Brookfield Board of Education
Cc: Brookfield Board of Finance
Date: December 4, 2014
Subject: Special Appropriation request

The Board of Education requests a special appropriation to cover a potential shortfall of \$400,000 as identified in the attached summary.

\$400,000 – Total Special Appropriation Request

A handwritten signature in black ink, appearing to read "Scott McCarthy", is written over a horizontal line. The signature is stylized and cursive.

Scott McCarthy, Chairman
Brookfield Board of Education

Description	Brookfield Public Schools				Notes:
	Budget Update		Potential Budget Shortfall		
	2013-2014 Actuals	2014-2015 Budget	2014-2015 Projected Actuals	12-4-2014-gm Shortfall	
Workers Compensation	\$ 246,598.00	\$ 208,000.00	\$ 241,387.00	\$ (33,387.00)	
Medical	\$ 5,220,928.00	\$ 5,691,000.00	\$ 5,781,000.00	\$ (90,000.00)	Full Insurance to Self Insurance
Legal/Negotiations	\$ 160,947.00	\$ 90,000.00	\$ 119,151.00	\$ (29,151.00)	Only Includes Regular Education
Facilities Repairs Maint. Bldg/Equip	\$ 124,616.00	\$ 145,000.00	\$ 170,000.00	\$ (25,000.00)	
Transportation	\$ 1,873,993.00	\$ 1,686,851.00	\$ 1,775,714.00	\$ (88,863.00)	Only Includes Regular Education
Leases-Copier	\$ 166,008.00	\$ 195,588.00	\$ 263,267.00	\$ (67,679.00)	
Leases-Computers	\$ 362,187.00	\$ 246,589.00	\$ 272,351.00	\$ (25,762.00)	
Legal-Hearing's	Not Budgeted	\$ 90,000.00	\$ 190,000.00	\$ (100,000.00)	
Sports-BHS	\$ 412,167.00	\$ 372,009.00	\$ 412,167.00	\$ (40,158.00)	
Substitutes	\$ 444,925.00	\$ 342,728.00	\$ 442,728.00	\$ (100,000.00)	
Totals:	\$ 9,012,369.00	\$ 9,067,765.00	\$ 9,667,765.00	\$ (600,000.00)	
					Surplus
Certified Staff	\$ 16,676,021.00	\$ 16,540,335.00	\$ 16,340,335.00	\$ 200,000.00	
			Net Shortfall:	\$ (400,000.00)	