

FINAL
BROOKFIELD BOARD OF FINANCE REGULAR MEETING MINUTES
BROOKFIELD HIGH SCHOOL
MEDIA CENTER
WEDNESDAY, MAY 09, 2012
7:00 PM

1. **CALL TO ORDER-PLEDGE OF ALLEGIANCE-ROLL CALL:** Chairman Friedrich began the meeting at 7:00pm starting with the Pledge of Allegiance.
Present for the Board were: Chairman Friedrich, Vice Chairman Agard, and Secretary Kurtz.
Also Present were: Members R. Jaffe, and R. Appleby, Selectman Lasser (filling in for First Selectman Davidson) and Controller Wahlberg.
Absent Member: J. Tomaino

2. **APPROVAL OF MINUTES:**
A motion was made by R. Jaffe, seconded by R. Appleby, to approve the April 11, 2012 BOF Regular Meeting minutes as written. Motion was passed unanimously.

A motion was made by Vice Chairman Agard, seconded by Secretary Kurtz, to approve the April 17, 2012 Special Meeting minutes as written. Motion was passed unanimously.

3. **COMMUNICATIONS AND CORRESPONDENCE:** None

4. **PUBLIC COMMENT:** Matt Grimes, 6 Horse Hill Road, and Richard Saluga, 32 Great Heron Lane

5. **REPORT OF THE FIRST SELECTMAN:** Selectman Lasser reported on the following; WPCA/Del Mar Drive, Town reimbursement of \$894,000 from a past insurance company bankruptcy settlement claim, handling of special funds, and southern water line, Phase II.

6. **NEW BUSINESS:**
 - a. Auditor's Letter of Engagement: A motion was made by R. Jaffe, seconded by Secretary Agard to move that following the review and recommendations of the Board of Finance Audit Committee, the Board of Finance accepts the final version of the Audit Engagement Letter with Grant Thornton, LLP, and authorizes the BOF Chair to co-sign the Letter, subject to date update. Motion was passed unanimously.
 - b. Discussion w/Segal over health insurance rates: Theresa DeMattie, Benefits Consultant, from Segal, gave the BOF an overview of Cigna health insurance rates for the Town and Board of Education.
 - c. Set up a budget committee: Chairman Friedrich appointed himself, R. Jaffe (who will be chairman of the committee) and Vice Chairman Agard to the budget committee.
 - d. Salaries for elected officials: After discussion, this agenda item will be discussed again in two years.

e. Changes to Bylaws to be consistent between bylaws and practice (see below IX a.)

R. Jaffe stated that the former bylaws committee made some observations that there were some inconsistencies in the bylaws. He suggested that when the new committee meets this topic should be on their agenda. Chairman Friedrich stated that the bylaws committee will meet on Tuesday, May 15, 2012 and will have an update at the June meeting.

7. **OLD BUSINESS:**

a. WPCA will be placed on the agenda for the June 13, 2012 Board of Finance Regular Meeting.

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

A motion was made by R. Jaffe, seconded by R. Appleby to approve the 201203, 201204, and 201205 transfers as requested. Motion was passed unanimously.

9. **ANNUAL CALENDAR EVENTS (*May Tick List Items as Listed in By-Laws)**

a. Any Additions/Deletions/Date changes recommended Bylaws Committee

10. **SUBCOMMITTEE REPORTS:**

a. BOF Audit Committee: R. Jaffe stated that the committee discussed putting procedure in place for how our annual audit should work and also to recommend to the bylaws committee to potentially add this as an addendum to the bylaws.

b. BOF Bylaws Committee: No report was given.

c. Retirement Benefits Advisory Committee: Vice Chairman Agard reported that the committee has met with the Financial Town Advisor. Vice Chairman Agard also reported that the The Financial Town Advisor stated that the she had concerns that Town's pension plan was underfunded. The RBAC will discuss at their Thursday, May 17, 2012 meeting and report to the BOF at the June meeting.

11. **OTHER ITEMS TO COME BEFORE THE BOARD:** None

12. **PUBLIC COMMENT:** None

13. **ADJOURNMENT:** A motion was made by R. Jaffe, seconded by R. Appleby, to adjourn the meeting. Motion was passed unanimously. Meeting was adjourned at 8:55pm.

