

FINAL
BROOKFIELD BOARD OF FINANCE REGULAR MEETING MINUTES
WEDNESDAY, APRIL 10, 2013
BROOKFIELD HIGH SCHOOL MEDIA CENTER
7:00PM

CALL TO ORDER: Chairman Friedrich began the meeting at 7:01pm; beginning with the Pledge of Allegiance.

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

Members Present were: Members R. Jaffe and R. Appleby

Absent: J. Tomaino.

Also present were: Selectman Lasser and Controller Leverence.

PUBLIC COMMENT: Larry Marciano regarding the Candlewood Lake Authority and Jack Farley; 150 North Lakeshore Drive regarding Candlewood Lake

APPROVAL OF MINUTES:

A motion was made by R. Jaffe, seconded by Vice Chairman Agard, to approve the minutes from MARCH 13, 2013 BOARD OF FINANCE REGULAR MEETING *and* MARCH 12, 14, 19, 20, 21, 26, and 27 BOARD OF FINANCE SPECIAL BUDGET MEETINGS

Motion was passed unanimously

COMMUNICATIONS AND CORRESPONDENCE:

Secretary P. Kurtz reported that correspondence was received from the following people- #1-Melissa Marici 3-19-13, Ken Marici 3-14-13, Laura Orban 3-21-13, Ronald Orban 3-22-13, Jamie Klavans 4-2-13, Diana Flood 3-13-13, Marya Neary 3-26-13, Debbie Brooks 3-26-13, Lori Sollose 3-27-13, Tami Coleman 3-27-13, Carol Dores, Sarah Bergeron. Additional correspondence was received from Jen Falci and Selectman Howard Lasser.

REPORT OF THE FIRST SELECTMAN: Selectman Lasser gave an update on the cell tower, Meadowbrook Manor and possible funding from FEMA, bonding of capital projects and the Selectmen's Forum on May 1st at the Brookfield Library.

REPORT OF THE FINANCE DIRECTOR: Controller Leverence gave the Board an overview of the March 2013 Revenue and Expenditure Report. Mr. Leverence also discussed the new reporting format.

SUBCOMMITTEE REPORTS:

a. **Audit Committee:**

Discussion on RFP proposal- R. Jaffe said the committee is in the process of finalizing the RFP. Consensus was to wait one year before submitting the revised RFP out for bid.

b. **Bylaws Committee:** Vice Chairman Agard said the committee will come back after the budget. They will meet in May to discuss suggested changes.

c. **Budget Committee:** R. Jaffe said the committee is not done yet and suggested that Board of Finance members discuss what works and what doesn't work during the process.

OLD BUSINESS:

The Board continued discussion with controller on financial & budget reporting format to the BOF

NEW BUSINESS:

Budget Adjustment Recommendation From the BOS

At the regular meeting on April 1, 2013, the BOS voted 2-1 to approve and recommend to the BOF a budget adjustment request by the Controller's Office (attached) to accommodate the amount of \$37,270 of additional professional services required by Accounting Management Services (AMS) to insure the accurate and timely completion of the 2011-2012 fiscal year Certified Annual Financial Review (CAFR) for the town. The original amount available in the budgeted line for completion of the CAFER was not sufficient to accommodate payment to AMS for the required additional professional services. We thank you for your review and consideration of this matter. The Board asked Selectman Lasser why he voted no.

MOTION FOR BOF:

A motion was made by R. Jaffe, seconded by Vice Chairman Agard to support the recommendation of the Board of Selectman to approve the following budget modification to accommodate additional account services required to complete the 2011-2012 Annual Financial Audit as follows:

<u>Account#</u>	<u>Title</u>	<u>Original Budget</u>	<u>Revised Budget</u>
01202 5856	Contingencies-Expense Contingency	\$50,419	\$13,149
01172 5550	Board of Finance-Audit	<u>\$46,000</u>	<u>\$83,270</u>
<u>TOTAL</u>		\$96,419	\$96,419"

Motion was passed unanimously

After discussion, a motion was made by Vice Chairman Agard, seconded by R. Appleby that there be a bifurcated budget option for the upcoming town referendum.

The motion passed 4-1, R. Jaffe voted no

A motion was made by Vice Chairman Agard, seconded by P. Kurtz to approve the use of the advisory questions for the upcoming town referendum.

Motion was passed unanimously

PUBLIC COMMENT: none

OTHER ITEMS TO COME BEFORE THE BOARD: The Board of Finance will meet on Tuesday, April 16th to finalize the budget.

ADJOURNMENT: A motion was made by R. Jaffe, seconded by R. Appleby to adjourn the meeting. Motion was passed unanimously. The meeting adjourned at 8:20pm.