

FINAL
BROOKFIELD BOARD OF FINANCE REGULAR MEETING MINUTES
WEDNESDAY, JUNE 12, 2013
BROOKFIELD HIGH SCHOOL MEDIA CENTER
7:00PM

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

Present for the Board: Acting Chairman I. Agard, Secretary P. Kurtz, R. Jaffe, J. Tomaino, R. Appleby, and Ex-Officio First Selectman B. Davidson

Also Present: Town Controller W. Leverage

Absent Member: Chairman J. Friedrich

PUBLIC COMMENT: There was no public comment.

A motion was made by R. Jaffe, seconded by Secretary P. Kurtz, to amend the agenda for discussion with Marty Handshy, CCA, Consultant for the Board of Selectmen on the Southern Waterline Phase III Project to move to the top of the agenda. Motion was passed unanimously.

NEW BUSINESS:

2. SOUTHERN WATER LINE PHASE III PROJECT:

A motion was made by R. Jaffe, seconded by Secretary P. Kurtz, WHEREAS, the Board of Selectmen, upon receipt of a request for approval of an additional appropriation, has recommended that the Town appropriate \$380,000 (in addition to \$495,000 previously appropriated, for a total appropriation of \$875,000) for the costs of the planning, design and construction of an approximately 1650 lineal foot water main extension extending southward on Federal Road from Candlewood Lake Road to near to or at the Danbury City line (the "Southern Water Line Phase III Project").

NOW, THEREFORE, BE IT RESOLVED, that the Board of Finance, having reviewed the proposed Project,

- a. Approves and recommends that the Town of Brookfield appropriate an additional \$380,000 for costs of the Southern Water Line Phase III Project and an additional bond or note and temporary note authorization in an amount not to exceed \$380,000 to finance the additional appropriation;
- b. Approves the bond resolution for the additional appropriation and borrowing authorization for the Southern Water Line Phase III Project, substantially in the form attached, hereto, with such changes as the First Selectman shall determine and as are consistent with Board of Finance approval of said appropriation and borrowing authorization; and
- c. requests that a copy of this resolution, including the attachments, be filed with the Town Clerk and the Board of Selectmen.

Motion was passed unanimously.

APPROVAL OF MINUTES: A motion was made by Secretary P. Kurtz, seconded by R. Jaffe, to approve the minutes from the May 8, 2013 Board of Finance Regular Meeting and May 22, 2013 Board of Finance Special meeting. Motion was passed unanimously.

CORRESPONDENCE: Secretary P. Kurtz stated that R. Jaffe forwarded to the Board three letters of correspondence from Mahoney Sabol & Company, LLP.

REPORT OF THE FIRST SELECTMAN: First Selectman B. Davidson reported on the following; senior citizen tax abatements, parks revitalization program, cell tower, audit engagement letter, library cottage, and the Whisconer Middle School Sewer Connection Project.

REPORT OF THE FINANCE DIRECTOR: Controller W. Leverage gave the Board an overview of the May 2013 Revenue and Expenditure report.

A motion was made by Acting Chairman I. Agard, seconded by J. Tomaino to accept the Tax Collector's Suspense List as written. Motion was passed unanimously.

SUBCOMMITTEE REPORTS:

- a. **Audit Committee:** R. Jaffe stated that the auditors will be at Town Hall next week. Also discussed RFP and letter of Engagement.
- b. **Bylaws Committee:** Acting Chairman I. Agard reviewed the proposed updates to the Board of Finance Bylaws.
- c. **Budget Committee:** R. Jaffe discussed with the Board a Draft of the Board of Finance Budget Process.

OLD BUSINESS:

Updated Motion:

A motion was made by Secretary R. Jaffe, seconded by Secretary P. Kurtz, to "Move to set a mill rate of 25.40 for the 2013-2014 fiscal year. All tax being due upon all motor vehicles in full on July 1, 2013 and on all other property included in the Grand List in two equal installments, the first installment being due on July 1, 2013 and the second installment being due on January 1, 2014. Motion was passed unanimously.

Tick List Updates: Secretary P. Kurtz reviewed proposed changes to the Tick List Annual Calendar.

NEW BUSINESS:

FEMA Assistance to Fire Fighters Grant:

A motion was made by R. Jaffe, seconded by R. Appleby, to move that the Board of Finance approves the transfer of \$14,000 from "Utilities" to Capital and that said \$14,000 to be utilized to fund the Candlewood Fire Company's ten percent required match for the FEMA Assistance to Fire Fighters Grant. Motion was passed unanimously.

COMMUNICATIONS AND CORRESPONDENCE AGENDA ITEM: Agenda item discussed under Bylaws Committee Report.

PUBLIC COMMENT: There was no public comment:

OTHER ITEMS TO COME BEFORE THE BOARD: There were no other items to come before the Board.

ADJOURNMENT: A motion was made by R. Jaffe, seconded by J. Tomaino, to adjourn the meeting. Motion was passed unanimously. The meeting was adjourned at 9:45pm.