

**FINAL  
BROOKFIELD BOARD OF FINANCE REGULAR MEETING MINUTES  
WEDNESDAY, AUGUST 14, 2013  
BROOKFIELD HIGH SCHOOL MEDIA CENTER  
7:00PM**

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

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

**Absent members:** R. Appleby, and J. Tomaino

**Also Present:** Town Controller W. Leverage

**PUBLIC COMMENT:** There was no public comment.

**APPROVAL OF MINUTES:** A motion was made by R. Jaffe, seconded by Secretary P. Kurtz to approve the minutes from the July 10, 2013 Board of Finance Regular Meeting as written. Motion passes unanimously.

**COMMUNICATIONS AND CORRESPONDENCE:**

**July 18, 2013**

**Tom & Jennifer Mix,**

**Peter Quinn, 5 Bonny Road**

**David Borges, 6 Dingle Brook Road**

Correspondence received was regarding the Cadigan Project.

**REPORT OF THE FIRST SELECTMAN:** First Selectman B. Davidson reported on the Meadowbrook Manor, Parks Revitalization Project, and the Library Cottage.

**REPORT OF THE FINANCE DIRECTOR:** Town Controller, W. Leverage gave the Board an overview of the July 2013 Revenue and Expenditure Report.

**SUBCOMMITTEE REPORTS**

- a. **Audit Committee:** R. Jaffe stated that Rob Howard will be at Town Hall next week. He also stated that he will be introduced to the point person next week.
- b. **Bylaws Committee:** There was no report from the Bylaws Committee
- c. **Budget Committee:** R. Jaffe asked all members to review the Budget Review Process and report any feedback by next week. R. Jaffe also stated that he contacted Brian Webster from CCM for general guidance, and will forward to the Board the documents received from Mr. Webster.

**OLD BUSINESS:**

**Tick List Continued:** The following items will be added to the Tick List;

**Capital Project Status – two times per year**

**Year End Transfers – September (back-up date October)**

**Debt Service Update – January (remove item from April)**

**RBAC Committee Report - October**

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**Town Drop Box Continued:** Chairman J. Friedrich will meet with Town IT Department to discuss options. First Selectman B. Davidson to look into a private Town drop site for member use.

**NEW BUSINESS:** A motion was made by First Selectman B. Davidson, seconded by R. Jaffe, to “Move to approve an expenditure not to exceed \$21,500 to replace the Police Department server room air conditioner and to expand the server room (more fully described in Major Purcell's July 3 memo to the Board of Selectmen and the Board of Finance). Funding for this project is to come from the Police Outside Services Fund. Such approval is contingent upon the Board of Selectmen approving said motion.”  
Motion was passed unanimously.

**PUBLIC COMMENT:** There was no public comment.

**OTHER ITEMS TO COME BEFORE THE BOARD:** First Selectman B. Davidson to get back to the Board on Bond Counsel's additional resolution wording not stated within the original Board of Finance approved Cadigan resolution.

**ADJOURNMENT:** A motion was made by R. Jaffe, seconded by Secretary P. Kurtz, to adjourn the meeting. Motion was passed unanimously. The meeting adjourned at 8:05pm.

