

BROOKFIELD BOARD OF FINANCE REGULAR MEETING MINUTES
WEDNESDAY, DECEMBER 11, 2013
BROOKFIELD HIGH SCHOOL MEDIA CENTER
7:00PM

CALL TO ORDER: First Selectman Bill Tinsley called the meeting to order at 7:00pm; beginning with the Pledge of Allegiance.

Present for the Board: Secretary P. Kurtz, E. Nepomuceno, R. Gianazza, S. O'Reilly, J. Rossi, R. Appleby, and Ex-Officio First Selectman B. Tinsley

Also Present: Town Controller W. Leverence and members of the public

First Selectman B. Tinsley asked for the nomination of Board of Finance Chairman

ELECTION OF OFFICERS:

A motion was made by E. Nepomuceno, seconded by S. O'Reilly, to nominate P. Kurtz for BOF Chairman. Motion passed unanimously.

Chairman P. Kurtz thanked the Board and read an opening statement.

A motion was made by R. Appleby, seconded by S. O'Reilly, to nominate E. Nepomuceno for BOF Vice Chairman. Motion passed unanimously.

A motion was made by Vice Chairman E. Nepomuceno, seconded by R. Appleby, to nominate R. Gianazza for BOF Secretary. Motion passed unanimously.

PUBLIC COMMENT: Rich Saluga, 32 Great Heron Lane

APPROVAL OF MINUTES: A motion was made by Chairman P. Kurtz, seconded by R. Appleby, to approve the minutes from the November 13, 2013 Board of Finance Regular Meeting as written. Motion passed as follows:

Members voting yes: Chairman P. Kurtz, and R. Appleby

Members abstaining: Vice Chairman E. Nepomuceno, Secretary R. Gianazza, J. Rossi, and S. O'Reilly

COMMUNICATIONS AND CORRESPONDENCE:

Email from Glenn Rooney on December 5, 2013

REPORT OF THE FIRST SELECTMAN: First Selectman B. Tinsley reported on Meadow Brook Manor, Office of Planning regions in the state of Connecticut, Office of Policy & Management is undertaking a project to create uniformity in municipal chart of accounts and boards of educations, Brookfield Village, BHS Varsity Football Team, and the Brookfield Historical Society Museum Christmas Open House.

REPORT OF THE FINANCE DIRECTOR: Town Controller W. Leverence gave the Board an overview of the November 2013 Revenue and Expenditure Report.

SUBCOMMITTEE REPORTS

a. **Audit Committee**: Chairman P. Kurtz reported that the draft audit will not be presented at the BOF December 11, 2013 meeting. The auditors will be at Town Hall next week to complete the audit. He also stated that the draft audit should be available for the January 8, 2014 Board of Finance Special Meeting. At that time, the Board may review the audit and make comments.

OLD BUSINESS

a. **Continuing discussion on maintenance**: Chairman P. Kurtz stated that he met with W. Leverage, R. Tedesco, Public Works, D. DiPinto, Parks & Recreation, and Roger Prinz, WPCA and conducted a demo for a proposed software program for maintenance management. At the conclusion of the demo this software program was more than needed for the Town. Chairman P. Kurtz also stated that he, R. Tedesco and N. Malwitz attended a meeting with the Avon Public Works Department to view the software they are currently using. This software has the capability of managing maintenance for the Town and all the facilities in the Town as well as managing short term and long term assets.

NEW BUSINESS – NEW SUBCOMMITTEE ASSIGNMENTS

- a. **Audit Subcommittee**: Vice Chairman E. Nepomuceno and S. O'Reilly volunteered to be a part of this committee.
- b. **RBAC Subcommittee**: Member to be determined at the next Board of Finance Meeting.
- c. **Adopt 2014 Board of Finance Meeting Calendar**: A motion was made by Secretary R. Gianazza, seconded by R. Appleby, to move forward the BOF 2014 Meeting Calendar as presented. Motion passed unanimously.

PUBLIC COMMENT: There were no public comments.

OTHER ITEMS TO COME BEFORE THE BOARD: Vice Chairman E. Nepomuceno reported on correspondence received from Town Controller W. Leverage regarding Consolidation of Non-Educational Services New Law; PA 13-60. Vice Chairman E. Nepomuceno also stated there will be a CCM meeting on January 11, 2014 at the Southington Police Department from 9:00am-12:00pm. All are welcome to attend.

ADJOURNMENT: A motion was made by Secretary R. Gianazza, seconded by R. Appleby, to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 8:10pm.

