



**BROOKFIELD BOARD OF FINANCE REGULAR MEETING AGENDA  
WEDNESDAY AUGUST 10, 2016 7:00PM  
BROOKFIELD TOWN HALL, ROOM 209**

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

**Present for the Board:** Chairman R. Gianazza, J. Rossi, M. Mulvaney, M. Zerbe, G. Rooney, First Selectman S. Dunn, Treasurer J. Lucas

**Also Present:** Town Controller K. Siegrist, D. Will, WPCA, N. Malwitz, WPCA, and members of the public

Chairman R. Gianazza welcomed member Glenn Rooney to the Board of Finance.

**PUBLIC COMMENT:**

- Rich Saluga, 32 Great Heron Lane

**APPROVAL OF MINUTES**

A motion was made by M. Zerbe, seconded by J. Rossi, to approve the July 13, 2016 Board of Finance Regular Meeting Minutes as written. After discussion the motion was amended by M. Mulvaney, seconded by M. Zerbe to table voting on the minutes until the September meeting. Motion passes 5-0.

A motion was made by M. Mulvaney, seconded by M. Zerbe, to postpone voting on the July 19, 2016 Board of Finance Special Meeting Minutes until the September meeting. Motion passes 5-0.

**COMMUNICATIONS AND CORRESPONDENCE**

- Mel Butow
- Jennifer Falci
- Christine Hand
- Nina & Richard Jacobs
- Kelly Mangold
- Gary Moro
- Leslie Ruggiero
- Laura Urban
- Dan Walker
- Robert Zinser

A motion was made by Chairman R. Gianazza, seconded by M. Mulvaney, to modify the agenda and add Ray DiStephan to the agenda item Communications and Correspondence. Motion passes 5-0.

**REPORT OF THE FIRST SELECTMAN:** First Selectman S. Dunn reported on BOE lawsuits, Cadigan Project, Munis 11.2 upgrade, Citizens Transparency, Cell Tower, 10 year Capital Plan, Audit, Brookfield Village, U-12 Baseball Team, and Purchasing Agent candidates.

A motion was made by Chairman R. Gianazza, seconded by M. Mulvaney, to amend the agenda to add discussion on the WPCA application for the Rollingwood Sewer Project. Motion passes 5-0.

David Will and Nelson Malwitz gave the Board an overview of the Rollingwood Sewer Project.

A motion was made by Chairman R. Gianazza, seconded by M. Mulvaney, that the Board of Finance approve the recommendation of the Board of Selectman to approve the appropriation of a bond not to exceed \$650,000 to fund the Rollingwood Sewer Project; for a period of time not to exceed 10 years and to provide for financing through temporary or permanent borrowings. Motion passes 5-0.

A motion was made by M. Mulvaney, seconded by M. Zerbe, to amend the agenda for an item to discuss the progress report from DEEP and the Danbury Waste Water Treatment Plant. Motion passes 5-0.

Nelson Malwitz also reported on the DEEP and the Danbury Waste Water Treatment Plant progress report regarding phosphorus removal from Lake Lillinonah and the assessment for Brookfield.

**REPORT OF THE FINANCE DIRECTOR:** Town Controller K. Siegrist gave the Board an overview of the Revenue & Expenditure Report for the month of July 2016. She also reported on Capital Project Expenditures. Town Controller K. Siegrist stated she will report next month on Year-end Transfers.

### **REPORT OF SUBCOMMITTEES**

**Audit Committee – Update on 2015-16 Audit Plan:** M. Zerbe stated that the audit committee met last week. Auditors are aware of the Board's desire to have the audit completed by October 31<sup>st</sup>. He also stated it was discussed to add 4 separate funds for review; Parks & Recreation, Student Activity Fund, Pay to Play, and Police Outside Services. Chairman R. Gianazza asked M. Zerbe to report back to the full Board before any determinations are made. He also stated that he would like to have weekly meetings and put together a progress plan with the auditors.

### **OLD BUSINESS**

1. **Four Corners Streetscape Update – Discuss update emailed by Greg Dembowski:** First Selectman S. Dunn gave an update on Four Corners Streetscape. Board of Finance members requested G. Dembowski to attend next month's Board of Finance Meeting.

### **NEW BUSINESS**

1. A motion was made by M. Mulvaney, seconded by M. Zerbe, to approve transfer of funds in the amount of \$10,000 from the Land Use-Gurski Capital Improvement

Account, as recommended by the Board of Selectmen on July 22, 2016. Motion passes 5-0.

2. A motion was made by M. Mulvaney, seconded by J. Rossi, to approve special appropriation for a matching grant in an amount not to exceed \$10,000 to provide for a Master Plan for the Gurski Homestead property from the Land Use Gurski Capital Improvement Account. Motion passes 5-0.

3. Discuss Debt Management Policy and creation of ad-hoc committee to address updating of document:

A motion was made by Chairman R. Gianazza, seconded by M. Zerbe, to form a Debt Management Policy ad-hoc committee. Motion passes 5-0. M. Zerbe, Treasurer J. Lucas and First Selectman S. Dunn will be on the ad-hoc committee.

4. Discuss new Policies and Procedures manual: First Selectman S. Dunn stated that upon review of the manual Board of Finance members can email him with any comments.

#### **OTHER ITEMS TO COME BEFORE THE BOARD:**

##### Nomination for a new Vice Chairman:

A motion was made by M. Mulvaney, seconded by Chairman R. Gianazza, to nominate J. Rossi as Vice Chairman. Motion passes 5-0.

Nomination to add a new member to the Audit Committee: The Board of Finance will discuss at next month's meeting when there is a full board. G. Rooney stated that he has an interest in becoming a member of the Audit Committee.

BOE Teacher Negotiations: Chairman R. Gianazza asked if anyone had an interest to be a non-voting representative and attend the BOE teacher negotiations to contact him. M. Mulvaney expressed interest.

M.Zerbe stated that he has received a response from the Board of Ethics and will forward to the Board.

**ADJOURNMENT:** A motion was made by M. Mulvaney, seconded by Vice Chairman J. Rossi, to adjourn the meeting. Motion passes 5-0. Meeting adjourned at 8:47pm.