



**BROOKFIELD BOARD OF FINANCE REGULAR MEETING MINUTES
WEDNESDAY, NOVEMBER 9, 2016
BROOKFIELD TOWN HALL – ROOM 209
7:00PM**

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

Present for the Board: Chairman R. Gianazza, Vice Chairman J. Rossi, Secretary S. Hathorn, M. Mulvaney, M. Zerbe, G. Rooney, and First Selectman S. Dunn

Also Present: Treasurer J. Lucas, Town Controller K. Siegrist, Economic & Community Development Manager Betsy Paynter, and Board of Education Member Tara Lerner.

PUBLIC COMMENT: No public comment

APPROVAL OF MINUTES:

A motion was made by Secretary S. Hathorn, seconded by Vice Chairman J. Rossi, to approve the October 13, 2016 Board of Finance Regular Meeting Minutes as written. Motion passes 6-0.

COMMUNICATIONS AND CORRESPONDENCE:

Ryan Murphy

REPORT OF THE FIRST SELECTMAN: First Selectman S. Dunn reported on the following; Bonding, BOF Meeting Calendar, Brookfield Village Groundbreaking, Still River Groundbreaking, and 10-Year Capital Budget.

A motion was made by M. Mulvaney, seconded by M. Zerbe, to change the order of the agenda and discuss Report of Subcommittees before Report of the Finance Director. Motion passes 6-0.

REPORT OF SUBCOMMITTEES

Audit Committee – Update on 2015-16 Audit Plan: Secretary S. Hathorn presented the Board the June 30, 2016 Fiscal Year-end Audit Status Update.

REPORT OF THE FINANCE DIRECTOR: Town Controller K. Siegrist gave the Board an overview of the Revenue & Expenditure Report for the month of October 2016.

OLD BUSINESS

1. **Discussion and clarification of capital budget movements:** The Board discussed clarification of budget capital movements between and within fiscal years as advised by the Town Attorney.

A motion was made by G. Rooney, seconded by M. Mulvaney, that the BOF appropriate \$28,000 for the town truck into the operating budget now, and at the end of the year review, and special appropriate it as needed. Motion passes 6-0.

A motion was made by M. Mulvaney, seconded by Secretary S. Hathorn, that we approve the transfer from the capital expenditure for the truck in the amount of \$220,000. The remaining balance not expended on the truck shall be moved into the capital budget for the removal of the fuel tank.

M. Mulvaney rescinded his motion.

A motion was made by Secretary S. Hathorn, seconded by M. Zerbe, to transfer \$47,000 from the Capital budget line item from the 2015-2016 approved budget for the Town Hall roof project to be applied toward the additional expenses for the removal and installation of the fuel tanks at the maintenance facility as approved in the 2016-2017 budget, not to exceed \$47,000. Motion passes 5-1.

Members Voting Yes

Chairman R. Gianazza
Vice Chairman J. Rossi
Secretary S. Hathorn
M. Zerbe
M. Mulvaney

Members Voting No

G. Rooney

2. Discuss Assistant Fire Marshall Fees and compensation: A motion was made by Secretary S. Hathorn, seconded by M. Mulvaney that the Board of Finance approves the increase to the Assistant Fire Marshall budget line item in an amount not to exceed \$40,000, which is to be compensated by the new Fire Marshall Fees Ordinance.

Secretary S. Hathorn rescinded his motion.

A motion was made by M. Mulvaney, seconded by Secretary S. Hathorn, that the Board of Finance approve the increase to the Assistant Fire Marshall line item not to exceed 24,500, which is to be compensated by the new Fire Marshall Fees ordinance. Motion passes 5-1.

Members Voting Yes

Vice Chairman J. Rossi
Secretary S. Hathorn
M. Zerbe
M. Mulvaney
G. Rooney

Members Voting No

Chairman R. Gianazza

A motion was made by Chairman R. Gianazza, seconded by G. Rooney, to authorize \$7,500 be added to the Assistant Fire Marshall line item after which time when that money is expended, we will review the situation again.

Chairman R. Gianazza rescinded his motion.

The Board took a 5 minute break at 8:45pm. Meeting reconvened at 9:00pm.

A motion was made by Chairman R. Gianazza, seconded by Vice Chairman J. Rossi, to add the introduction of Betsy Paynter to the agenda. Motion passes 6-0.

First Selectman S. Dunn introduced Betsy Paynter, as the Economic & Community Development Manager, for the Town of Brookfield. B. Paynter gave the Board an overview of what projects she has been working on i.e. Affordable Housing Moratorium, Zoning Regulation Revisions, Town Center District Revitalization Development, and Town Center District DECD Brownfield Grant.

NEW BUSINESS

1. Planning Commission Letter – Plan of Conservation and Development: This agenda item will be discussed at next month's meeting.

2. Adoption of 2017 Board of Finance Regular Meeting Calendar:
 - 1) January 11, 2017
 - 2) February 8, 2017
 - 3) March 8, 2017
 - 4) April 12, 2017*
 - 5) May 10, 2017
 - 6) June 14, 2017
 - 7) July 12, 2017
 - 8) August 9, 2017
 - 9) September 13, 2017
 - 10) October 11, 2017**
 - 11) November 8, 2017
 - 12) December 13, 2017***

* April 12 is the third day of Passover

** October 11 is the seventh day of Sukkot

*** December 13 is the first day of Hanukkah

A motion was made by M. Zerbe, seconded by M. Mulvaney, to approve the 2017 Board of Finance Regular Meeting Calendar as presented on the agenda. Motion passes 6-0.

A motion was made by Secretary S. Hathorn, seconded by Vice Chairman J. Rossi, that the Board of Finance approve the extension of the CAFR to file 30 days from December 30, 2016 to January 30, 2017. Motion passes 6-0.

OTHER ITEMS TO COME BEFORE THE BOARD: M. Mulvaney thanked First Selectman S. Dunn for his efforts during teacher negotiations.

ADJOURNMENT: A motion was made by Vice Chairman J. Rossi, seconded by M. Mulvaney, to adjourn the meeting. Motion passes unanimously 6-0. Meeting adjourned at 9:15pm.