

**BOARD OF FINANCE
MINUTES OF REGULAR MEETING
December 7, 2010**

The Regular Monthly Meeting of the Board of Finance was held on Tuesday, December 7, 2010 at 7:30 p.m. in the Board of Education Administrative Offices, Seminar Room 300, 501 Kings Highway East, Fairfield, Connecticut.

MEMBERS PRESENT

Chairman Thomas Flynn, Robert Bellitto, Jr., James Brown, Christopher DeWitt, Kevin Kiley, Mary LeClerc (8:10), Robert Stone, Michael Tetreau

MEMBERS ABSENT

Ken Brachfeld

ALSO PRESENT

Paul Hiller, Chief Fiscal Officer and Clerk of the Board of Finance
Kenneth Flatto, First Selectman, Town of Fairfield
Roger Autuori, Registrar of Voters, Town of Fairfield
Eileen Kennelly, Assistant Town Attorney, Town of Fairfield
Gerry Lombardo, Director, Department of Parks and Recreation, Town of Fairfield
Ellery Plotkin, Chairman, Parks and Recreation Commission, Town of Fairfield
Jeff Gocke, Manager, Fairfield Indoor Tennis

ACTION TAKEN:

Approved to have the BOF establish a Sub-Committee consisting of one member from the Board of Selectmen, 2 members from the Board of Finance, and 2 members from the RTM, to outline a policy and criteria for Private Agencies being funded in the budget and report back to the Board of Finance.

Chairman Flynn called the meeting to order at 7:40 p.m.

Mr. Flynn asked the Board to observe a moment of silence in honor of the 69th anniversary of the bombing of Pearl Harbor and also all those who have died this past year who had served the Town of Fairfield.

AGENDA

1. To approve the minutes for the Regular Monthly Meeting held on November 3, 2010.
To approve the minutes of the Quarterly Review Meeting held on October 27, 2010

On a motion from the Board, the minutes of the Regular Monthly Meeting of the Board of Finance held on November 3, 2010 were approved with a vote of 7 yeas, 0 nays, 0 abstentions.

On a motion from the Board, the minutes of the Quarterly Review Meeting of the Board of Finance held on October 27, 2010 were approved with a vote of 5 yeas, 0 nays, 2 abstentions (Brown, Kiley).

2. To hear a presentation from the Director of Parks and Recreation on the proposed long-term lease and construction agreement for the Town Tennis Facility located on Old Dam Road. (The agreement will require expenditures from the Recreation Revolving Account of up to \$40,000 to be considered at a future date.)

Mr. Lombardo and First Selectman Flatto presented this item to the Board.

Mr. Flatto stated that this item is in the Board of Selectmen agenda for their meeting scheduled for December 15, 2010.

Mr. Lombardo made a presentation to the Board concerning this project. Mr. Lombardo explained that a draft lease is close to being finalized. Mr. Lombardo also explained that the \$40,000 to be taken from the Recreation Revolving Account will be to pay for two items requested by the Recreation Department (a window wall and specialty flooring) that were not specified in the project drawings.

Mr. Flatto reviewed some handouts showing the benefit to the Town of having a private party finance this project and then pays the Town of Fairfield rent.

There was a discussion concerning the balance in the Recreation Revolving Account that would be available at year's end. Mr. Flynn stated that the BOF had reduced the maximum amount to be remaining in the fund at year's end from \$200K to \$100K. Mr. Hiller was asked to verify that the BOF did reduce this balance and report back to the Board.

Mrs. LeClerc arrived at the meeting.

PUBLIC COMMENT

None

3. To discuss policy regarding financing of technology purchases for the Town and Board of Education and to hear a status report from the Special Projects Building Committee.

Mr. Flatto presented this item to the Board. Mr. Flatto stated that the Special Projects Building Committee (SPBC) discussed the \$30K in remaining funds from the Osborn Hill Annex Project and the Sherman School Annex Project at their last meeting. The SPBC asked the Town Attorney for an opinion letter on this subject. The Town Attorney stated that bonded funding could not be spent on technology. Chairman Flynn stated that technology purchases should be in the operating budgets due to the frequency of purchases and the short useful life for this type of equipment. Chairman Flynn also stated that new capacity buildings may be eligible for a short term bonding option. Chairman Flynn suggested that a possible compromise might be to present a separate bonding resolution for short term bonding for technology for a major addition/new building. Chairman Flynn also stated that this type of funding should be determined on a case by case basis.

A discussion on the creation of a manual of policy decisions made by the Board of Finance followed. It was decided that this would be a very helpful tool and Mr. Flynn and Mr. Hiller will research this item and report back to the Board on their findings.

Chairman Flynn stated that a clarification from the BOE on their policy regarding smartboards would be helpful for the BOF.

Mr. Kiley stated that it would be helpful to him to hear from the BOE on school equality issues regarding technology. Mr. Kiley also stated that he would like to see this board create a guideline(s) for

this type of expenditure. Mr. Kiley offered to create a draft document for discussion at the January 4, 2011 meeting of the BOF.

4. To consider the establishment of a Board Sub-Committee, along with membership from the Board of Selectmen and RTM, to outline policy for Private Agency funding included within the Annual Town Budget.

Chairman Flynn and First Selectman Flatto presented this item to the Board.

Mr. Flynn stated that there is currently no written documentation on this process and, in his opinion, adopting a policy, in conjunction with the BOS and the RTM, would be a good thing. A discussion followed on how to set up a committee with membership consisting of a member of the BOS, 2 members of the BOF and 2 members of the RTM. It was suggested that criteria be created for Private Agency Funding which should include the following:

- total \$ for each year
- total budget for each year
- % of budget for each year

Mr. Flynn expressed his hope that this could be created by February 2011.

Mr. Flatto stated that this might not be available for this budget year since the budget process has already begun and the current agencies that receive funding have been asked to submit their requests.

Mr. Flynn moved and Mr. Bellitto, Jr. seconded to have the BOF establish a Sub-Committee consisting of one member from the Board of Selectmen, 2 members from the Board of Finance, and 2 members from the RTM, to outline a policy and criteria for Private Agencies being funded in the budget and report back to the Board of Finance.

Motion carried with a vote of 8 yeas, 0 nays, 0 abstentions.

Chairman Flynn reported that Mr. Brachfeld and Mr. DeWitt had expressed interest in serving on this Sub-Committee so, if there were no objections from the Board, he would ask these two members to represent the BOF on this Sub-Committee.

5. To hear, consider and act upon any communications.

Mr. Hiller reported that the actuaries, Hooker & Holcombe, Inc., will be present at the January 26, 2011 Quarterly Review Meeting of the BOF and the auditors from Kostin, Ruffkess & Company, LLC will be present at the January 4, 2011 meeting.

Mr. Hiller also reported that the revaluations for the Town were mailed out tonight. Mr. Flatto reported that a public briefing on the revaluation should be done this week.

Mr. Flatto also reported that, according to Mr. Bremer, the Town side of the Operational Audit will be done this week and Mr. Flatto hopes to discuss it at the January meeting.

6. To hear consider and act upon any other business which shall properly come before this meeting.

The meeting was adjourned at 9:06 p.m.