

BOARD OF FINANCE
MINUTES OF QUARTERLY REVIEW MEETING
April 28, 2010

The Quarterly Review Meeting of the Board of Finance was held in Seminar Room 300, Board of Education Administrative Offices, 501 Kings Highway East, Fairfield, CT on Wednesday, April 28, 2010 at 7:30 p.m.

MEMBERS PRESENT

Chairman Thomas Flynn, Robert Bellitto Jr., Ken Brachfeld, James Brown, , Mary LeClerc, Robert Stone, Michael Tetreau

MEMBERS ABSENT

Christopher DeWitt, Kevin Kiley

ALSO PRESENT

Paul Hiller, Chief Fiscal Officer and Clerk of the Board of Finance
Linda Gardiner, Budget Director, Town of Fairfield
Al Kelly, Chairman, Stratfield School Building Committee

ACTION TAKEN

1. Approved to postpone to a date certain of the next Board of Finance Quarterly Review Meeting to be held on Wednesday, July 28, 2010 the discussion of the process of origination, current and future funding requests and elimination within the Town's operating budget for Private Agencies.

Chairman Flynn called the meeting to order at 7:32 p.m.

Chairman Flynn requested a moment of silence for the memory of Ralph Bowley.

Mr. Bellitto Jr. stated that Mr. Bowley has been a family friend for years and his loss will be great to the town of Fairfield. Mr. Bellitto Jr. also stated that Mr. Bowley was a rare breed of man, kind, decent, and the greater good was always a primary objective for him.

Mr. Tetreau stated that Mr. Bowley was a statesman in the true sense of the word, he defined community service. Mr. Tetreau also stated that Mr. Bowley gave and asked for advice with absolutely no political agenda in mind, just the greater good of the Town.

Chairman Flynn then reported that there would be a change in the agenda due to the fact that Mr. DeWitt and Mr. Kiley are not present and Mrs. McWain is ill so Agenda Items 3 & 4 will be addressed at a later date.

AGENDA

1. To hear a report from the Stratfield School Building Committee on the current status of the renovation and expansion of the school.

Mr. Al Kelly presented this report to the Board. Mr. Kelly distributed a budget tracking report and reviewed it with the Board. Mr. Kelly stated that phase 5 bidding is now in progress (FF&E) and it has been a good bidding environment for this project. Mr. Kelly reported that it is his expectation that there may be \$100K

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left in this budget item when the process is complete. Mr. Kelly also stated that the project still has about a 7% owner contingency remaining (about \$800K).

In response to a question from the Board regarding the oil tank issues at the site, Mr. Kelly explained that the second tank was removed last summer, at a cost of \$145K which was unforeseen, remediation has been done and the project is currently on schedule and under budget.

Chairman Flynn asked Mr. Kelly to break down the various contingency items in detail for the Board and send that information to the Chair as soon as it is ready.

In response to questions from the Board regarding the floors, windows, a committee resignation situations, Mr. Kelly replied that all those issues have been built into the timeline including the gym floor, window caulking potential problems with asbestos (which may not be present but there is an allowance in case it is needed). Mr. Kelly also stated that the flow on information from the Board of Education Central Office has not always been accurate and it is his opinion that that information should be accurate e.g. the elevator not actually being ADA compliant when CO stated that it was. Mr. Kelly informed the Board that Mr. Cullen and Mr. Morabito, at 3 different meetings of the Town Facilities Commission, stated that the elevator was ADA compliant but it is not and it must be replaced at an additional cost to the project. Mr. Kelly also noted that he has some concern about some leaks in the roof. Mr. Kelly reported that the boiler issue was taken care of since it cracked this winter. Mr. Kelly reported that it has been repaired (at a cost of \$19K) and it worked fine for the winter. Mr. Kelly also reported that the boiler will be replaced this summer as will the gym floor.

In response to a question from the Board concerning Mr. Kelly's opinion, as a member of the TFC, on the cost of the windows for the BOE project for FLHS, Mr. Kelly stated that, in his opinion, this project should get under the guise of a building committee and the TFC can help as well as the Special Projects Building Committee.

Mr. Kelly asked the Board if it was their intention to bond technology for a long term and he stated that he was not in favor of long term bonding for technology. Chairman Flynn replied that if the values of the items are enough, a short term bond might be the best way to handle this type of situation; otherwise this cost should be in the operating budget for the BOE. Mr. Bellitto Jr. Stated that, in his opinion, anything inside the walls should be in the building committee budget but anything that plugs into those receptacles should be in the non-recurring items of the BOE budget. Chairman Flynn reminded everyone that the BOF has no control over the length of the bonds as the Bonding Committee of the Town has that responsibility.

Public Comment
None

2. To review the status of the Fiscal Year 2010 Budget as of March 31, 2010.

Mr. Hiller and Mrs. Gardiner presented this item to the Board.

Mr. Hiller stated that the situation is a lot better than at this time last year and most of the major accounts are in relatively good shape. Mr. Hiller informed the Board that there will be a lien sale this year with a value of about \$2M. Mr. Hiller also informed the Board that interest income is running a little ahead of schedule but it is down about \$300-400K.

Mr. Hiller was asked to separate the town dump fees from the general accounts in order to get a clearer

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picture of the current status of each item.

Mr. Hiller reported that Whole Foods is expected to pull their building permits any day. Mr. Hiller also reported that conveyance taxes are running ahead and should exceed the revenue estimate of \$\$1.150M to come in at \$1.2M.

After a discussion on how to enforce the Town dumping requirements for the commercial haulers, Mr. Hiller was asked to please invite Mr. White, Director of Public Works for the Town of Fairfield, to the July Quarterly Review Meeting, for the purpose of a discussion on this problem. Mr. Hiller also noted that the Town should receive the balance of the General Education Grants soon and that should be in the neighborhood of \$52K.

Mr. Hiller reported that, on the expense side, the accounts that usually run over estimates are again in the same situation. Mr. Hiller also noted that these accounts were adjusted in the new budget to reflect this habitual over spending of the estimates. After some discussion on how to best report the overtime accounts, it was decided that more detail would be very helpful in determining what goes into each overtime account. Mr. Hiller reported that the health insurance account for active employees will probably be short by \$100K at the end of this fiscal year and the electricity account could be \$100K over budget.

Public Comment
None

3. To hear a report on the current status of the Board of Education Budget for Fiscal Year 2010.

Mr. Hiller reported to the Board that Mrs. McWain had left him a note regarding her report. Mr. Hiller reported that Mrs. McWain noted her staff is in the process of reviewing all detail accounts with the schools and she doesn't anticipate having a balance at the end of the fiscal year. Mr. Hiller also reported that the BOE estimated year end report will be done in May.

Public Comment
None

4. To discuss the process of origination, current and future funding requests and elimination within the Town's operating budget for Private Agencies.

Chairman Flynn noted his disappointment that the First Selectman is not present tonight to discuss this item especially since the BOF has been trying to get this discussion going for several months.

Mr. Stone stated that, in his opinion, these items should be just one item in the budget with a committee deciding which agency receives how much funding.

Mr. Tetreau suggested that this discussion be moved to a time and date which Mr. Flatto can attend.

Mr. Brachfeld moved and Mr. Tetreau seconded to postpone until a date certain of Wednesday, July 28, 2010, the July Board of Finance Quarterly Review Meeting, a discussion of the process of origination, current and future funding requests and elimination within the Town's Operating Budget for Private Agencies.

Motion carried with a vote of 7 yeas, 0 nays, 0 abstentions.

Public Comment
None

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5. To hear reports from sub-committees of the Board of Finance.

Budget Sub-Committee: Mr. Bellitto Jr. was asked to please create a review for the next Quarterly Review Meeting.

Audit Sub-Committee: Mrs. LeClerc reported that the auditor selection will take place next week. Mr. Hiller was asked to please forward any correspondences to Mrs. LeClerc.

Financial Reports Sub-Committee: Mr. Tetreau reported that this committee is working on getting changes in place as have been discussed this year.

Mr. Hiller was asked to invite Mr. Curley, Chairman, Golf Commission, to the Regular June Meeting of the BOF in order to have him present their 5 year and 10 year plans.

Mr. Hiller stated that he would like to clear up the unemployment compensation line with a transfer at the June Regular Meeting of the BOF.

Mrs. LeClerc noted that next week's meeting agenda item #3 are not in the packet of information and they are needed. It was noted that summaries would be okay.

Mr. Hiller reported that the waterfall report will be ready next week.

The meeting was adjourned at 9:07 p.m.