

**BOARD OF FINANCE
MINUTES OF THE SPECIAL MEETING (“draft”)**

The Special Meeting of the Board of Finance in Sullivan Independence Hall, 725 Old Post Road, Fairfield CT on Tuesday evening, November 13, 2012 at 7:30 p.m.

MEMBERS PRESENT

Members of the Board of Finance present were, Thomas Flynn, Chairman, Robert Bellitto, Jr., Vice Chairman, James Brown, Christopher DeWitt, Ken Brachfeld, Mary LeClerc Robert Stone, James Walsh

MEMBERS ABSENT

Cathy Albin

BOARD OF SELECTMAN

First Selectman Michael Tetreau, Robert Mayer, Chief of Staff/Acting Chief Fiscal Officer

ALSO PRESENT

Caitlin Bose, BOF Interim Clerk

Chairman Flynn called the meeting to order at 7:30. It followed with a moment of silence for all the victims who were affected in Hurricane Sandy, especially the Easton firefighter who lost his life. Chairman Flynn thanked all town departments for their team wide effort, including all the volunteers who helped.

To approve the minutes of the Quarterly Meeting of October 23, 2012.

Christopher DeWitt *moved* and Robert Stone *seconded* to approve the Regular Meeting of October 23, 2012, as submitted. *Motion passed unanimously.*

To hear Not-For-Profit committee report.

Mr. DeWitt presented and discussed the Not-For Profit Committee Recommendations to the Board. He noted Tier 1 recommendations are an attempt to start the process and begin to align the BOS and BOF on future recommendations. Tier 2 recommendations will be the follow-on with additional guidance and final conclusions.

Mr. Dewitt addressed the Tier 1 and Tier 2 Recommendations as follows:

The Budget Director requires an application for all Not For Profit (NFP) entities applying for funds from the 2012/2013 budget. The application would set forth qualifying criteria and request data from the applicant, including (but not limited to) IRS determination letter or proof of application for non-profit status; Listing of current Board members;

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Copy of the latest Financial Statement (audited if revenues exceed \$500.00); Completed budget packet (data tailored to budget directors' needs).

Additional Tier 1 Recommendations:

The Town invests in non-profit entities partnering with the town. They suggest that the approach shift from that of charitable contribution to an investment in resources that support designated town goals and objectives.

The Town establishes goals and objectives to which NFP entities should align. This allows agencies to respond to the needs of the Town.

Create separate budget sub-sections under the "miscellaneous" category. Recommended headings may include state statute compliance, social services, education and culture. Each category should have a person or body appropriate to recommend and review NFP applications and monitor ongoing activities.

Tier 2 Recommendations:

The Town designates a person or group or creates a new group who will review agency outcome measurements to determine if the agency funding is both a prudent investment and if services are being provided as requested.

That the First Selectman refines and implements Town Goals and Objectives through a strategic process.

Going forward:

Request the NFP committee continues to work in order to further clarify Tier 2 recommendations. Implement full recommendations in the 2012/2014 budget season.

James Walsh arrived at 7:50 p.m.

To discuss financial review of Hurricane Sandy.

Selectman Tetreau and Chief of Staff and Fiscal Officer Robert Mayer gave the Board an overview of the effort to assess the storm's damage.

Selectman Tetreau noted this was bigger than anything that has hit this town in his lifetime. He can't think of another event that required such effort from all the town

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departments. He also noted the town's department heads are working to collect data, photos, and documentation of the destruction in order to be reimbursed by the Federal Emergency Management Agency (FEMA).

Caitlin Bosse, stated according to officials, FEMA's aid will come in the form of reimbursement, so the town will have to pay initial costs out of its current fiscal year budget. FEMA reimbursement for Tropical Storm Irene was not paid to the town until the fiscal year following the storm.

The Board voiced their concern stating there should be a point person handling communications with FEMA.

The board asked Selectman Tetreau and Mr. Mayer to look into hiring a disaster recovery expert to maximize returns from FEMA. Mr. Mayer noted such an expert would be reimbursed by the federal agency.

Other questions from the board regarded how property values for homes destroyed on Fairfield Beach Road would be handled; how the loss of those homes would affect the Grand List; and whether overtime had been calculated for emergency and Public Works personnel.

Mr. Walsh noted residents whose homes were badly damaged by Hurricane Sandy can appeal to the Board of Assessment Appeals come February.

Chairman Flynn requested the board hear a financial postmortem within the next few meetings.

To hear, consider and act upon on FY12 potential entries.

Chairman Flynn asked that the Audit Committee review the review the items presented.

Following discussion: The Board agreed not to take action on this item until they receive backup, which they previously requested and asked that this item be presented at the December 4th meeting.

To discuss possible dates for Capital Planning Workshop.

Following discussion:

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Selectman Tetreau noted there are two issues that impact the Capital Planning Workshop; the PCB's and Hurricane Sandy.

Mr. Bellitto noted the Budget Sub-Committee is to implement voting on non-recurring budget items and what will the impact be in terms of going forward.

Selectman Tetreau noted the goal is to bring the Town side before the Selectman at one of the December meetings. This will then go forward before the BOF and the RTM by January 2013.

Chairman Flynn asked in order to have a productive meeting the Board needs to see at least 80% of solid information.

Mr. Mayer noted in terms of Osborne Hill School, their numbers will not be available within six (6) weeks.

Chairman Flynn asked Selectman Tetreau and Mr. Mayer to come back to the Board with recommended dates in January.

To hear, consider and act upon any communications.

James Walsh asked when the Board can receive the following information, which was previously requested so it can be brought back to the Board for discussion:

Follow up with Selectman Tetreau or administration with respect to Mr. Hiller's staying on two days a week after December 31st; and how they got to Mr. Hiller's pension increase; Berchem and Moses invoices for September; Attorney Lessor's invoices regarding Mr. Hiller's; request for a calculations to go to the actuary on what the difference of straight pension with survivor benefit; legal opinion from Attorney Rufus on whether Mr. Hiller could be hired back as Clerk of the BOF; legal opinion on how reorganization provisions for the Charter would apply and budget request to understand the exposure to senior staff in town.

Mr. Mayer and Mrs. Bosse will follow up with this information.

Chairman Flynn noted that the actuaries have completed calculations on pension needs for this coming fiscal year. He requested to put this on the following agenda in

December, to review what was approved for this current fiscal year and the delta for their last actuarial calculation for what they thought the required contribution would be for 2014.

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There being no further business to come before the Board, Robert Bellitto *moved* and Cathy Albin *seconded* to adjourn the meeting at 9:30 p.m. *Motion passed unanimously.*

Respectfully submitted,

Josephine M. Keogh