

**BOARD OF FINANCE
MINUTES OF REGULAR MONTHLY MEETING**

The Regular Monthly Meeting of the Board of Finance in Seminar Room 300, Board of Education Administrative Offices, 501 Kings Highway East, Fairfield, CT on Tuesday, October 2, 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, Cathy Albin and James Walsh.

ALSO PRESENT

First Selectman Michael Tetreau; Caitlin Bosse, BOF Clerk; Robert Mayer, Chief of Staff/ Acting Chief Fiscal Officer; Town Attorney Stanton Lesser and Sands Cleary, Director of Health.

Chairman Flynn called the meeting to order at 7:30 pm.

Chairman Flynn welcomed new Board Member Cathy Albin, who replaces Elaine Gaffney (resigned) and Caitlin Bosse temporary Clerk for the Board of Finance.

- 1.) To approve the minutes of the Regular Meeting of September 4, 2012.

Christopher DeWitt moved and Mary LeClerc seconded to approve the minutes of the Regular Meeting of September 4, 2012 as submitted. Motion was approved 7 yeas, 0 nays.

- 2.) DIRECTOR OF HEALTH

To hear, consider and act upon a resolution to accept a National Association of County and City Health Officials (NACCHO) Federal Grant in the amount of \$5,000 and to authorize the First Selectman to execute such grant with the State, to cover the cost of Fairfield's continued efforts to further develop the Fairfield-Easton Medical Reserve Corps (FEMRC) and to promote the integration of the MRC unit in to the local public health and emergency response system.

Sands Cleary presented this item to the Board.

Ken Brachfeld moved and Mary LeClerc seconded to approve –Motion accepted 8 yeas, 0 nays.

3.) DIRECTOR OF HEALTH

To hear, consider and act upon a resolution to accept a apply for and accept a MRC Capacity Building Award from the Office of the Surgeon General (OSG), Division of the Civilian Volunteer Medical Reserve Corps (DCVMRG), in collaboration with the National Association of County and City Health Officials (NACCHO) on the amount up to \$10,000 and to authorize the First Selectman to execute such award with the State, for a capacity building project to improve and enhance medical and public health functions that support emergency shelter operations.

Sands Cleary presented this item to the Board.

Robert Belitto moved and Christopher DeWitt seconded to approve –Motion accepted 8 yeas, 0 nays

James Walsh arrives at 7:42 p.m.

4.) DIRECTOR OF HEALTH

To hear, consider and act upon a resolution to accept a State of Connecticut Preventative Health and Health Service Block Grant in the amount of \$15,070 (\$7,535 per year-2 year contract) and to authorize the First Selectman to execute such grant agreement with the State for a Cardiovascular Disease Prevention Program focusing on Policy/Environmental Change for citizens served by the Fairfield Health Department.

Sands Cleary presented this item to the Board.

Robert Belitto moved and Robert Stone seconded to approve-Motion accepted 9 yeas, 0 nays.

5.) FIRST SELECTMAN

To hear, consider and act upon a resolution to accept a State of Connecticut Department of Mental Health and Addiction Services Grant, administered by the Regional Youth/Adult Substance Abuse Project (RYASAP) in the amount of \$5,675 and to authorize the First Selectman to execute such grant for programs sponsored by Adults and Children Together, Fairfield's Substance Abuse Prevention Council.

Sands Cleary presented this item to the Board.

After brief discussion, Robert Bellitto moved and Ken Brachfeld seconded to accept- Motion approves 9 yeas, 0 nays.

- 6.) Follow up discussion on Town of Fairfield Chief Fiscal Officer (information requests) and status of BOF Clerk position.

First Selectman Tetreau and Town Attorney Lesser addressed the Board on the information that was supplied to the Board in reference to the separation agreement with Paul Hiller.

Mr. Bellitto and Mr. Walsh both commented on the examples of the legal cases cited in the legal opinion provided by Attorney Dufas in regards to the separation agreement.

Discussion ensued as to whether the agreement is a settlement or a contract and whether either or should have been approved by the Board of Selectmen and not solely executed by the First Selectman.

Board members acknowledged that the First Selectman does have the authority to hire and dismiss Department Managers, however contracts for Department Managers in Town government must stand up to public scrutiny and thus any such agreements with such high financial effect should be approved by Town Boards.

Town Attorney Lesser made note that the Police and Fire Chiefs contracts do not go before Town Boards-that they are discussed by their relative commissions, however the contract are executed solely by the First Selectman.

Board members asked if there was a policy in place for performance reviews of Department Managers. First Selectman Tetreau responded that he has recently begun to meet with all Department Managers and they are setting goals for their departments which he will use going forward to review their performance.

Discussion focuses on the financial effects of the settlement agreement.

Mr. Walsh asked for an “opportunity” cost analysis of paying Mr. Hiller his current salary of \$134,000 for 2 working business days a week in effect versus his previous 5 working business days a week.

Board members questioned First Selectman Tetreau on how the settlement will affect the current budget, where in the budget will these costs be shown and what effect these dollars will have on the current Finance Department budget. First Selectman Tetreau stated that vacation is included in all department managers’ benefits and that plus Mr. Hiller’s salary is already included in the Finance Department’s current budget. First Selectman did acknowledge that the severance pay due will cause line overages and he will address the issue.

Mr. DeWitt requested a detail of line items that will be used to pay all the costs associated with this agreement.

Mr. Flynn noted that as of right now the total financial impact to the town for this separation agreement stands at @ \$126,000 and could be higher once all legal bills have been submitted to the town.

The Board requested copies of all new incoming legal bills associated with this agreement settlement.

Mr. Walsh requested calculations on how the Town got to the \$155,643 salary for pension for Mr. Hiller as his calculations show to get to this salary Mr. Hiller would have to receive a 3.7% annual increase each year for the next 5 years to obtain this amount.

Board requested more clarity on how Mr. Hiller's salary will be adjusted in the Next calendar year.

Board once again requests legal opinion on whether the Board of Finance can Hire Paul Hiller back as the Clerk of the Board immediately.

Board discussed job description/qualifications and process to replace Board of Finance Clerk and would like to move forward with the process swiftly.

Chairman Tom Flynn called for a 5 minute recess; Board reconvened without Chairman Flynn, therefore Vice Chair-Bellitto continued the meeting.

7.) To hear, consider and act upon a series of Transfers of Funds to correct overdrafts in department budgets as follows:

\$ 9,446.93 From: Contingency
To: First Selectman's Office Regular Payroll \$ 9,446.93

\$280,898.40 From: Contingency
To: Legal Services-Fees and Professional \$280,898.40

\$ 206.35 From: Contingency
To: Retiree Benefits-Life Insurance \$ 206.35

\$284,764.81 From: Contingency
To: Human Resources-Heart and Hypertension \$284,764.81

\$135,853.61 From: Contingency
To: Unemployment Compensation \$135,853.61

\$ 1,603.68 From: Contingency
To: Hydrant and Water Services-Utilities \$ 1,603.68

\$ 695.20 From: Contingency
To: Emergency Management-Regular Payroll \$ 680.53
Emergency Management-Social Security \$ 14.67

\$ 9,819.69 From: Contingency
To: Public Works Administration-Regular Payroll \$ 9,819.69

\$ 5,569.55 From: Contingency
To: Building-Regular Payroll \$ 5,569.55

\$ 2,389.91 From: Contingency
To: Solid Waste-Part-time Payroll \$ 2,389.91

Ms. Albin asked for details on the Legal Services-Fees line item.
Acting Chief Fiscal Officer Robert Mayer explained this figure is due to union contract negotiations, tax appeals and the metro center project.
Mr. Walsh noted that this adjustment is more than 50% of the total budget.

Vice Chair Bellitto asked that one motion be made to include all the above transfers. Robert Stone moved and Cathy Albin seconded motion to approve- motion approved 7 yeas, 0 nays and 1 abstention (Walsh).

8.) To hear, consider and act upon a request from the Fiscal Officer to approve Schedules "A", "B", "Supplemental C", "D", "E", and "F" (included in agenda) carrying over funds for encumbrances and re-appropriations as of June 30, 2012 as supported by purchase orders or letters of request by Department Heads or the Fiscal Officer.

Mr. Walsh asked for detailed line items for Schedule "A", Schedule "C" and Schedule "E".

Vice Chair Bellitto asked that one motion be made to include all the above items. Ken Brachfeld moved and Christopher DeWitt seconded motion to approve- Motion approved-7 yes, 0 nays, 1 abstention (Walsh)

9.) Discuss details and next steps required for Capital Planning Workshop Update scheduled for October 29, 2012.

Updated Waterfall schedules will be supplied shortly, otherwise all set to proceed.

10.) To hear, consider and act upon any communications.
None.

11.) To hear, consider and act upon any business which shall properly come before this meeting.
None

There being no further business to come before the Board, Robert Stone moved, Seconded by Cathy Albin to adjourn the meeting at 9:26p.m. Motion passed Unanimously.

Respectfully submitted,

Christine S. Boccamazzo

